



HONOLULU AUTHORITY for RAPID TRANSPORTATION

City and County of Honolulu
Honolulu Authority for Rapid Transportation
Equal Employment Opportunity Program

Office of Civil Rights

Equal Employment Opportunity Program

1099 Alakea Street

17th Floor

Honolulu, Hawaii 96813

July 1, 2020 to June 30, 2024

Table of Contents

Introduction	4
Chapter 1: EEO Program	
Section A: Purpose	5
Section B: Objectives	5
Section C: Definitions	5
Section D: Authorities	5
Chapter 2: EEO Program Components and Requirements	
Section A: Overview	7
Section B: Statement of Policy	7
Section C: Dissemination Plan	8
Section D: Designation of Personnel Responsibility	9
Section E: Organizational Chart	11
Section F: Utilization Analysis.....	11
Section G: Goals and Timetables	13
Section H: Assessment of Employment Practices	14
Section I: Monitoring and Reporting System	18
Chapter 3: EEO Compliance, Oversight, Complaints, and Enforcements	
Section A: Compliance Oversight	20
Section B: Complaints	20
Section C: Submission of Complaints.....	20
Section D: Notification of Disposition.....	21
Section E: Complaint Investigation	21
Section F: Investigative Report.....	21
Section G: Disposition of Complaints	22
Section H: Directory of Contacts.....	23
List of Appendices	
Appendix A: Statement of Policy	24

Appendix B: Organizational Chart	26
Appendix C: 2010 Census Table	33
Appendix D: Utilization Analysis	43
Appendix E: Salary Codes.....	44
Appendix F: HART Present Staff	45
Appendix G: Workforce Analysis	46
Appendix H: EEO Job Categories	47
Appendix I: Job Group Analysis.....	49
Appendix J: Previous Goals.....	52
Appendix K: Employer-Employee Contract	53
Appendix L: HART Personnel Transaction	54
Appendix M: Complaint Form	58



HONOLULU AUTHORITY for RAPID TRANSPORTATION

INTRODUCTION

The Honolulu Authority for Rapid Transportation (HART) has established an Equal Employment Opportunity (EEO) program in accordance with the provisions of Federal Transit Administration (FTA) Circular 4704.1A “Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients”. HART has received federal financial assistance from the FTA, and as a condition of receiving this assistance, HART has signed an assurance with the FTA that it will comply with FTA’s Circular 4704.1A.

This program is effective on July 1, 2020 to June 30, 2024, and will be updated at a minimum of every four years.

Chapter 1: EEO PROGRAM

Section A: Purpose

General: No person in the United States shall, on the grounds of race, color, religion, national origin, sex, age, genetic information, disability, veteran status, or any other protected class be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through federal assistance under Federal Transit Administration's (FTA) Circular 4704.1A.

Compliance: The HART Executive Director shall ensure compliance with the general purpose of this program. HART affirms its commitment to treat all applicants for employment and all employees without regard to race, color, religion, national origin, sex, age, genetic information, disability, veteran status, or any other class protected by local, state, or federal law.

Section B: Objectives

This program's objectives are:

1. To ensure that HART will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, genetic information, disability, veteran status, or any other protected class.
2. To ensure that HART will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, religion, national origin, sex, age, genetic information, disability, veteran status, or any other protected class. Such action shall include, but not be limited to: hiring, promotion or upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, disciplinary actions, rates of pay or other forms of compensation, and selection for training, including apprenticeship. HART shall also include a written affirmative action plan designed to achieve full utilization of minorities and females in all aspects of the workforce.
3. To ensure that HART makes available to employees and applicants for employment, notices setting forth HART's EEO policy. In addition, applicants/employees will be notified of HART's procedures for filing complaints of discrimination internally, as well as externally with the City and County of Honolulu's Equal Opportunity Office, The Hawaii Civil Rights Commission, the Equal Employment Opportunity Commission (EEOC), and/or the Federal Transit Administration Office of Civil Rights.

Section C: Definitions

For the purposes of this program HART will adopt the definitions contained in Section 1.6 of FTA's Circular 4704.1A.

Section D: Authorities

Under Federal Transit Laws, FTA is responsible for ensuring that its recipients do not engage in employment discrimination:

A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this

chapter because of race, color, religion, national origin, sex, disability, or age. (49 U.S.C. § 5332(b))

This provision applies to employment opportunities and supplements employment protections found in Title VI of the Civil Rights Act of 1964 (Title VI). The Title VI regulations prohibiting employment discrimination are found at 49 CFR § 21.5(c) – Nondiscrimination in Federally Assisted Programs of the FTA C 4704.1A Chapter 1 – Introduction and Applicability 1-2 Department of Transportation. It is important to note that while Title VI and 49 CFR Part 21 only prohibit discrimination based on race, color, and national origin, Federal Transit Laws (49 U.S.C. § 5332) includes protections on the basis of religion, sex, disability, and age. In this context, the term ‘sex’ includes pregnancy, childbirth, or related medical conditions; gender identity; and sexual orientation. See *Price Waterhouse v. Hopkins*, 490 U.S. 228 (1989); *Macy v. Dep’t of Justice*, EEOC Appeal No. 0120120821, 2012 WL 1435995 (April 20, 2012); *Baldwin v. Dep’t of Transportation*, EEOC Appeal No. 0120133080, 2015 WL 4397641 (July 15, 2015).

Title VII of the Civil Rights Act of 1964 (Title VII), as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991, prohibits discrimination on the basis of race, color, religion, national origin, or sex in all institutions with 15 or more employees—including state and local governments and labor organizations. (42 U.S.C. §§ 2000e et seq.) Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) applies to private employers and state and local government employers with at least 15 employees, regardless of whether they receive federal financial assistance. It prohibits covered employers from discriminating on the basis of an applicant’s or employee’s genetic information (such as the results of genetic tests or family medical history), generally prohibits employers from acquiring genetic information of applicants and employees, and requires employers to keep genetic information confidential, with very limited exceptions. The U.S. Equal Employment Opportunity Commission (EEOC) is the enforcement authority for Title VII and provides official interpretation of employment laws that prohibit discrimination as outlined in 29 CFR Part 1600. EEOC enforces not only Title VII and GINA, but also the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title I of the Americans with Disabilities Act of 1990, Sections 501 and 505 of the Rehabilitation Act of 1973. FTA defers to the most current regulations and guidance issued by EEOC when making complaint and compliance determinations. EEOC regulations and guidance are incorporated by reference. Section 503 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Act of 1993, requires firms holding Federal contracts or subcontracts in excess of \$10,000 to “take affirmative action to employ and advance in employment qualified individuals with disabilities.” (29 U.S.C. § 793) Section 504 of the Rehabilitation Act of 1973 states, “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (29 U.S.C. § 794)

DOT regulations implementing provisions of the Rehabilitation Act are contained in 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance:

No qualified person with a disability shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance administered by the Department of Transportation. (49 CFR § 27.7(a))

Other nondiscrimination laws may also apply to recipients of Federal assistance. The Equal Pay Act of 1963, as amended, requires employers to provide equal pay to men and women who perform substantially equal work in the same establishment. (29 U.S.C. § 206(d)) The Age Discrimination in Employment Act of 1967, as amended, prohibits employment discrimination against employees based on age. (29 U.S.C. §§ 621 et seq.) Title IX of the Education Amendments of 1972, as amended, prohibits discrimination based on sex in education programs or activities receiving federal assistance. (20 U.S.C. §§ 1681 et seq.) The Americans with Disabilities Act of 1990, as amended, prohibits discrimination against persons with disabilities. (42 U.S.C. §§ 12101 et seq.) Military veterans' employment and reemployment rights are covered under the Uniformed Services Employment and Reemployment Rights Act of 1994. (38 U.S.C. §§ 4301 et seq.) FTA C 4704.1A Chapter 1 – Introduction and Applicability 1-3

These laws prohibit retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity.

Applicability

The FTA Master Agreement requires HART to comply with program requirements as outlined in this policy if it meets the following thresholds:

- Employs 100 or more transit-related employees; and,
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Chapter 2: EEO Program Components and Requirements

Section A: Overview

While Title VI and 49 CFR Part 21 prohibits discrimination based on race, color, and national origin, this program primarily addresses and prescribes specific affirmative programmatic components to assure nondiscrimination by HART and its qualifying contractors on the basis of race, national origin, sex, age, genetic information, disability, veteran status, or any other protected class. Circular 4704.1A requires recipients and contractors to comply with prohibitions against discrimination on the basis of age established in the Age Discrimination in Employment Act of 1967, as amended, and prohibitions against discrimination on the basis of creed, as set out in EEOC guidelines interpreting Title VI of the Civil Rights Act of 1964. It also incorporates by reference requirements for compliance with prohibitions against discrimination on the basis of disability established in DOT regulations implementing the Rehabilitation Act of 1973, as amended, 49 CFR Part 27.

Section B: Statement of Policy

1. HART is an Equal Employment Opportunity (EEO) employer. HART affirms its commitment to treat all applicants for employment and employees without regard to race, color, creed, national origin, sex, disability, age, or any other class protected by local, state, or federal law. HART and its employees are prohibited from discriminating against an applicant for employment or employee on the basis of race, color, creed, national origin, sex, disability, age, or any other basis protected by local, state, or federal law, or to be excluded from

participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through federal financial assistance.

2. This policy extends to all areas of employment including recruitment, selection and placement, compensation, promotion, transfer, discipline, demotion, lay-off, termination, training, daily working conditions, benefits, and all other terms and conditions of employment.
3. HART is thoroughly committed to an affirmative action program that includes goals and timetables.
4. The responsibility for the implementation and day to day management of the HART EEO Program is assigned to the HART EEO Officer, Charles Bayne. All HART managers and supervisors share in the responsibility of ensuring compliance is achieved through understanding, communicating, and active involvement in the support of this policy.
5. Applicants and employees have the right to file complaints alleging discrimination with the HART EEO Office, the City and County of Honolulu's Equal Opportunity Office, the Hawaii Civil Rights Commission, the Equal Employment Opportunity Commission (EEOC), and the Federal Transit Administration's Office of Civil Rights.
6. Achievement of the HART EEO goals will benefit recipients, sub recipients and contractors through fuller utilization and development of previously underutilized human resources.

HART's Statement of Policy can be referenced on Appendix A.

Section C: Dissemination Plan

FTA requires agencies to publicize and disseminate their EEO policy statement by posting it in conspicuous locations to make people aware of the agency's commitment to EEO. Agencies are also required to disseminate their EEO policy internally and externally.

Internal Dissemination

A successful EEO Program requires effective communication. HART's EEO Program will be disseminated to executive management, deputy directors, deputy project officers, department directors and managers, HR service delivery managers, and department of human resources staff.

Management meetings will be held semiannually to discuss the HART EEO program and its implementation. EEO training will be conducted for all new supervisors or managers within 90 days of their appointment. In addition, training will be provided for all employees and managers. Meetings with employees and affinity groups for input will also be scheduled.

Employees will have access to the full text of the EEO Program upon request and shall be informed of this right. Any employees who are involved in an organization and/or community groups which have special contacts with minorities and women's groups are encouraged to report to the EEO Officer of HART about the existence of such groups. Information collected about these groups will be passed on to other employees at staff meetings and employee notifications.

EEO related posters will be posted on all employee bulletin boards along with a copy of the EEO Policy Statement.

The policy, purpose, and overall goals of the HART EEO Program will be communicated to new employees as part of their new hire orientation. A copy of the EEO Policy Statement will be included in HART's New Hire Forms and Information as well as any other appropriate material.

External Dissemination

The EEO Policy Statement as well as appropriate elements of the program will be available to external organizations.

Copies of the EEO Program will be available to individuals and organizations that represent persons of color, women, veterans, and persons with disabilities.

HART will ensure it presents itself as an equal employment opportunity employer by including statements to that effect in all job announcements and advertisements.

The EEO Policy Statement will be made accessible to the public by making hard copies available and posting electronic copies on the HART website.

The EEO Policy Statement will be made accessible to the labor unions, public and private employment agencies, education institutions, minority and women organizations, and civil rights organizations.

The EEO Policy Statement will be made accessible to appropriate media (particularly those serving specific groups, i.e. minority groups, women, and the disabled).

Section D: Designation of Personnel Responsibility

1. The HART Executive Director shall be the HART EEO Director and the ultimate authority and responsibility for the implementation of the HART EEO Program. The HART EEO Director shall delegate duties to achieve the policy goals as necessary and have all the following duties:
 - a. The HART EEO Director shall have the final authority and responsibility for compliance with the HART EEO Program.
 - b. The HART EEO Director shall delegate to the HART EEO Officer the responsibility for coordinating the overall administration of the HART EEO Program.
2. The HART EEO Officer shall have the following duties:
 - a. Developing the EEO policy statement and a written EEO program.
 - b. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.

- c. Designing, implementing, and monitoring internal audits and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed.
 - d. Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
 - e. Concurring in the hiring and promotion process.
 - f. In conjunction with human resources, periodically reviewing employment practices policies, complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
 - g. Reporting at least semiannually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
 - h. Serving as liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others.
 - i. Maintaining awareness of current EEO laws and regulations, and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials.
 - j. Investigating complaints of EEO discrimination.
 - k. Providing EEO training for employees and managers.
 - l. In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements.
 - m. Auditing postings of the EEO policy statement to ensure compliance is posted and up to date.
3. Supervisors and managers are responsible for managing and implementing all aspects of the HART EEO program and shall be delegated to perform the administrative, day-to-day, functions of the HART EEO Program and have the following duties:
- a. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
 - b. Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
 - c. In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
 - d. Cooperating with the EEO Officer in review of information and investigation of complaints.

- e. Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

Section E: Organizational Chart

HART's Organizational Chart can be referenced on Appendix B.

Section F: Utilization Analysis

FTA Circular 4704.1A requires agencies who meet the EEO Program threshold to complete a utilization analysis as part of the EEO Program. HART conducted a utilization analysis using the 2010 Census data for Honolulu, Hawaii (Appendix C) as of 02/11/2020. The completed utilization analysis identified job categories that have an underutilization or concentration of minorities and females in relation to their availability in the relevant labor market. The analysis also established the framework for goals and timetables to correct employment practices that contributed to any identified underutilization or concentration.

The utilization analysis was based on categories and data used in the EEOC EEO-4 report which consists of a workforce analysis and an availability analysis. The analysis is conducted by identifying the number and percent of minority groups and female incumbents HART has in each federal category. The analysis determines whether underrepresentation of one or more employee group exists. If underrepresentation of one or more employee groups does exist, numerical goals, program objectives, and action plans are developed to address underrepresentation. Underrepresentation is said to exist when the percentage of employees in a sex and race/ethnic group for a given EEO category is less than the percent of that sex and race/ethnic group of working age in the population averaged with the percentage of the group in the labor force for that particular category.

Below is a chart containing information about HART's workforce in each category:

Job Group	Category	Number of employees
1	Officials and Administrators	16
2	Professionals	71
3	Technicians	5
4	Protective Service Workers	0
5	Paraprofessionals	0
6	Administrative Support Workers	17
7	Skilled Craft Workers	0
8	Service-Maintenance Workers	0

The analysis was conducted on HART's 109 employees. Of the total workforce, 48 employees are male (44%), 61 employees are female (56%), and 91 employees are minorities (83.5%).

Officials and Administrators:

There is a total of 16 employees in the Officials and Administrators category and is made up of 12 males and four females. There is a concentration of Asian males (43.8%) in this category and overall the category is made up of individuals belonging to a minority group (68.8%). The underrepresented group in this category is White females.

Professionals:

There is a total of 71 employees in the Professionals category and is made up of 33 males and 38 females. Minority groups are well represented in this category; especially Asian males (22.5%) and Asian females (32.4%). The underrepresented groups in this category are White females and Multiracial females.

Technicians:

There is a total of five employees in the Technicians category and is made up of two males and three females. There are no underrepresented groups in this category.

Administrative Support Workers:

There is a total of 17 employees in the Administrative Support Workers category and is made up of one male and 16 females. There is a heavy concentration of females (94.1%) and especially Asian females (70.6%) in this category. The underrepresented groups in this category are Asian males and Multiracial females.

Based on the utilization analysis, new goals for 2024 were created in the following job groups that have underutilization:

- Officials and Administrators: White female
- Professionals: White female, Multi female
- Administrative Support: Asian male, Multi female

HART's Utilization Analysis can be referenced on Appendix D.
HART's Salary Codes can be referenced on Appendix E.

Workforce Analysis

The Workforce Analysis examined HART's workforce using a number of factors including job category, sex, and race. HART's Workforce Analysis profiled the workforce composition as of February 11, 2020. This information compared with availability data. It consists of statistics from HART's Utilization Analysis and Annual Goals (Appendix D) as well as HART's Present Staff (Appendix F).

The workforce analysis includes the number of HART employees and salary ranges for each job category in the EEO-4 report for the following subcategories for men and women:

- White (not Hispanic or Latino)
- American Indian/ Alaska Native (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- Asian (not Hispanic or Latino)
- Native Hawaiian and Other Pacific Islander (not Hispanic or Latino)
- Multi/Two or more races (not Hispanic or Latino)

HART's Workforce Analysis can be referenced on Appendix G.

Availability Analysis

The Availability Analysis consists of an examination of the Civilian Labor Force by EEO-1 Job Categories, Sex, and Race/Ethnicity (Percent Distribution) for Honolulu County 2010 data to identify potential qualified applicants by race and sex, based on defined labor areas, labor markets and occupational title for each of the job groups identified.

With valid availability data, HART compared the percentages of those who could reasonably be employed (externally) with those of current HART employment (HART Present Staff, Appendix F) and identified areas of deficiency to establish goals addressing problem areas.

Job Group Analysis

FTA requires agencies to compile information on the availability of minorities and females in the workforce at large and analyze participation rates of minorities and females at the various levels of the workforce in comparison with their availability in the relevant labor market. A labor market has both geographic and occupational components. FTA requires agencies to use relevant geographic areas and labor force data for different job categories.

Following the Workforce Analysis, similar or related job titles were assigned to EEO Job Categories (Appendix H). In 2020, HART's job descriptions were reviewed against EEO-4's job descriptions for State and Local Government and determined HART is composed of four Job Groups:

- Job Group 1: Officials and Administrators
- Job Group 2: Professionals
- Job Group 3: Technicians
- Job Group 6: Administrative Support Workers

HART's Job Group Analysis can be referenced on Appendix I.

Section G: Goals and Timetables

The completed utilization analysis revealed problem areas for HART. Based on the analysis, FTA requires agencies to set numerical goals within an established time frame. FTA requires agencies to provide percentage and numerical goals (using the whole-person rule), along with timetables for the next four-year period, for any categories of underutilization identified in the utilization table.

With the deadline of 2024, HART's four year goals have been established accordingly with categories that were identified to have underutilization in the utilization analysis. These long-term goals are to maintain and continue to increase the employment of minority and female persons in HART's workforce. (Refer to Appendix D, Utilization Analysis)

Although not underutilized, HART will continue its effort to recruit in the following minority groups for better overall minority representation:

- American Indian/ Alaskan Native
- Black
- Hispanic/Latino

- NHOPI

The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability.

Previous Goals

Several positions' job categories have been classified differently since the previous EEO Program. Comparing goals from the previous program (Appendix J) to HART's current workforce will not yield accurate results. Overall, HART has retained high representation of minorities and females in the organization. Since the previous submission, HART has increased minorities from 80.4% to 83.5%. Also, female representation had an increase in the workforce from 50.5% to 56%.

Increase/decrease of minority groups since previous EEO Program:

Minority Group	Increase/Decrease
Black	+2
Hispanic/Latino	-2
Asian	+7
NHOPI	+1
Multi	-3

Increase/decrease of females in job categories since previous EEO Program:

Job Category	Increase/Decrease
Officials and Administrators	-9
Professionals	+14
Technicians	N/A
Administrative Support	-1

HART will increase outreach to minority and female community based organizations, attend minority and female associated events and target minority and female organizations to increase these groups in HART's applicant pool. HART will continue its proactive approach to recruiting by attending and sponsoring job fairs, posting openings on the appropriate websites, and disseminating employment related information to all entities on our list.

Section H: Assessment of Employment Practices

FTA requires agencies to identify problem areas and propose a program of corrective actions as part of their EEO Program. A proper assessment and identification of problem areas evaluates the impact of an agency's evaluation of external and internal factors. HART will take all necessary measures in identifying and correcting employment barriers that unjustifiably contribute to underutilization.

Recruitment and Selection

HART is committed to making sure it's recruiting, selecting, and hiring is consistent with this program and all applicable laws. HART abides by all local, state, and federal laws that it is in accordance with selection criteria, such as interview processes, application forms, and educational requirements that may disproportionately reject members of protected classes that will be examined to ensure validity. HART's recruitment and selection procedures adheres to City and County of Honolulu's hiring practices.

Below are the following steps:

1. Once open positions are identified, advertisement for the positions begin. The position title and accurate position description will be posted on HART's website (www.honolulustransit.org) for the Personal Services Contract positions and on the City website (<http://agency.governmentjobs.com/honolulu.cfm?action=jobs>) for the permanent Civil Service positions.

HART believes that disseminating employment opportunity information is critical in the effort to fully utilize minorities and females in all aspects of our workforce. HART has compiled an ongoing comprehensive list of minority businesses and social associations, women businesses and professional organizations, veteran centers, civil rights organizations, employment agencies and recruiters, college and university alumni organizations, college and university placement offices and regional business and community associations. This is a "living list" and there will be a constant proactive effort to add entries. HART will continue to search out minority and female points of contact as well as centers of influence and both encourage and assist them to further disseminate HART employment information to ensure as many minority and female candidates as possible are participating.

As additional talent is needed, HART's intention is to actively recruit from the available minority and female civilian workforce for all positions.

2. Interested individuals are asked to fill out an application on HART's website and send in their resumes. Completion of information that reveals the applicants ethnic group, gender, veteran status, disabilities, and how they learned about the position is on a voluntary basis.
3. The Human Resources Specialist (HRS) in the Administrative Services Department reviews the submitted applications and resumes. The HRS will determine if the applicant meets minimum requirements and if the applicant qualifies, their application is forwarded to the hiring manager for the position.
4. Interviews are setup for qualified applicants.
5. The hiring manager makes their selection based on the applicant's qualifications and interview.

Testing

HART does not use written, formal, or scored tests during the employment selection process.

Promotions and Transfers

HART is a semi-autonomous agency of the City and County of Honolulu and serves as the project sponsoring agency responsible for the design and construction of the Project. In 2016 Charter Amendment 4, responsibility for the operations and maintenance of rail was transferred from HART to the City through Department of Transportation Services (DTS). Coordination efforts are currently underway to ensure a smooth transition from the development of operations and maintenance processes, policies and procedures by HART, to the management and performance of operations and maintenance functions by DTS. HART is currently in the final design and construction phase. As the project progresses the needs of the organization will change and positions available will be a reflection of it.

HART is composed of civil service and contract staff from the City and County of Honolulu, the Project Management Consultant and direct support provided by departments within the City that have centralized functions. Consultants will be utilized on the project when HART does not possess the necessary qualifications for specific focus areas or the services are of an urgent or temporary nature. Consultant staff will be phased out as HART employees are hired to replace them. The HART organization is structured to allow for shadowing of consultant staff by HART employees who will then be able to perform the duties of the consultant. The goal is for the subordinates to acquire the requisite skills and experience through exposure with the project.

There are two types of employment statuses in the HART organization; permanent City Civil Service employees and Personal Services Contract employees. HART is currently utilizing the City and County of Honolulu's Personal Service Contracts, which may be contracted for up to 12 months, the contracts coincide with the fiscal year (July 1 to June 30), and are renewable each new fiscal year. Personal Services Contract employees currently comprise approximately 97% of HART's employees. Personal Services Contract Employees enjoy almost all of the same benefits as permanent Civil Service Employees and their cumulative time on consecutive contracts is attributable to retirement and pay benefits. Because Personal Service Contracts are defined as temporary, the Civil Service definition of "Promotion" does not apply. "Promotion" is defined as: "the movement of a regular Employee from the position in which the Employee last held a permanent appointment to a vacant civil service position assigned to a class with higher range in the salary schedule." HART defines "promotion" for its Personal Services Contract employees as movement from one classification level to a higher classification level in HART's organizational structure. HART employees, who are "promoted", have their contracts terminated and are re-hired without a break in service under new contracts. Therefore, HART Employees are not promoted under the same contract, but instead given new contracts. Promotions are based mainly upon the level of responsibility and the duties associated with the new position requirements as well as the individual's ability to perform those duties and are at the discretion of management and must meet the needs of HART. HART ensures that all promotions abide by EEO regulations.

HART does not have jurisdiction over who the third party, Project Management Consultant, selects to temporarily fill positions and provide the necessary skill set as long as the individuals' selected meet HART's experience and education requirements and are technically competent to fulfill the assigned duties. The Project Management Support consultants are not considered HART employees and their EEO data is not reflected in the Present Staffing Report, the Job Group Analysis, and the Utilization Analysis and Annual Goals Report.

HART is strongly committed to promoting equal opportunity for all employees and sub-consultants doing business with HART. HART encourages its consultants to share this commitment. Prime consultants are encouraged to take positive steps to diversify and expand

their sub-consultant solicitation base and to offer consulting opportunities to all eligible sub-consultants.

Seniority Practices

With 97% of HART's employees on Personal Service Contracts that are contracted for a maximum 12 months, seniority practices do not currently exist within HART.

Training

HART follows the City and County of Honolulu's Employee Development and Training program. The purpose of the program is to establish an employee development and training policy to allow efficient and economical attainment of approved training objectives. The program should assist employees in acquiring and maintaining knowledge, skills, and abilities to provide quality services to citizens in the most efficient and economical manner possible. It will also provide employees with opportunities for personal growth, professional development, prepare employees to assume broader responsibilities, and improve performance.

The City and County of Honolulu's Department of Human Resources (DHR) puts together Training and Development Catalogs semiannually that is made up of various courses. HART employees are encouraged to take courses related to their current positions that will be helpful to their current positions or help advance their careers.

Requests for outside training is available. Outside training resources include any outside agencies or persons approved by the City to conduct planned training and development activities for its employees. To receive outside training, proper justification is needed. Some examples of sources for outside training are:

- University, college, high school, adult education, technical, or commercial classes.
- Institutes, workshops, seminars, courses, curricula, or subjects sponsored by the Federal, State, or Municipal governments or by professional and private organizations specifically for the purpose of training and employee development.
- In-service training and development workshops, seminar, institutes, courses, curricula, or subjects using outside instructors.
- Apprenticeship programs.

Compensation and Benefits

The Classification and Pay Division is responsible for administering the City and County of Honolulu's classification and compensation plan in accordance with Hawaii State law and City Charter. The plan provides a listing of the City's class specifications and its assigned salary range.

Class specifications describe a broad range of duties and responsibilities that are sufficiently similar in terms of work performed and level of responsibility. Specific requirements for employment (minimum qualification requirements) are also defined. Class specifications are broadly written and are intended to cover many positions throughout the City.

Salary range determinations are based on an evaluation of duties, responsibilities and level of work assigned, and in accordance with the State's "equal pay for equal work" mandate.

Depending on the type of appointment, position, and length of service, benefits may include paid time off, health care, retirement plans, deferred compensation, Employment Assistance Program, training and development, pre-tax benefit on transportation expenses, and City Flex (flexible benefits plan).

Disciplinary Procedures and Termination Practices

Disciplinary procedures and termination practices are modeled after the City and County of Honolulu's procedures and practices that adheres to all applicable laws.

Personal Service Contract employees annually sign an "Employer-Employee Contract" (Appendix K) that includes additional terms, conditions, and covenants of employment. The contract states that employment is temporary, and that employment can be terminated at any time.

Statistical Impact of Employment Practices on Minorities and Women

FTA requires agencies to provide statistical data that show any potential impact of employment practices on minorities and women since the last EEO Program submission.

HART's Personnel Transaction Report can be referenced on Appendix L.

Section I: Monitoring and Reporting System

HART has in place an effective internal EEO monitoring and reporting system. EEO progress is reviewed semi-annually among HART management. This process allows HART to take corrective action in its EEO practices throughout the year, if necessary.

An inaccurate job description can have enormous impact on minority and female applicants. The EEO Officer will strive to ensure that there is a wide publication of upward mobility programs and opportunities within each work unit and within the total organizational structure.

In order to ensure fair and equal treatment of all races and genders it is necessary that all programs for the filling of HART positions be done in a fair and nondiscriminatory manner. To achieve this goal the EEO Officer will work closely with the City and County of the Honolulu Human Resources Department, HART personnel officers, minority and female community organizations, as well as other relevant organizations. In addition, HART will ensure that all hiring announcements and literature promote an environment of inclusion to all applicants.

To implement these goals, the EEO Officer will review and monitor HART recruitment and placement procedures to ensure that no discriminatory practice exists. The EEO Officer will also work closely with management and HART personnel officers to review selection devices to ensure that they comply with EEO/AA laws and regulations. A thorough analysis of the applicant flow, selection, rejection, and appointment process will be done on a continual basis.

All promotions will be done in a fair and nondiscriminatory manner and should provide for equal opportunity for all persons based on merit and without regard to race, color, religion, sex, national origin, or any other protected class.

The EEO Officer will:

- Require a written justification from selecting officials when a person is selected for upgrading or promotion;
- Publicize the program by highlighting advancement of minorities and females to key jobs by periodic e-mail newsletters;

Proper implementation of an effective EEO policy requires a training program for employees, supervisors, and management.

Discrimination does not always occur through purposeful action. Often discrimination is the unintentional byproduct of a faulty system. In order to ensure that there is no disparate effect on minority or gender groups, the EEO Officer will ensure that all practices, even seeming neutral practices, are reexamined to look for possible disparate effects on minority and females.

The EEO Officer will:

- Ensure that the standards for deciding when a person is terminated, demoted, disciplined, laid off, or recalled is the same for all employees, including minorities and females;
- Ensure that no punitive action is taken against an employee filing a discrimination complaint and educate supervisors and managers that retaliation against employees for filing a complaint is illegal;

The EEO Officer will keep the following records to monitor the EEO program:

- On all terminations, including layoffs and discharges, indicate total number, name, employment date, termination date, recall rights, sex, racial/ethnic identification (by job category), and reason for employment action;
- On all demotions: include total number, name, demotion date, sex, racial/ethnic identification (by job category), and reason for demotion;
- On all recalls: indicate total number, name, recall date, sex, and racial/ethnic identification (by job category).

The EEO Officer will also:

- Assure that information on EEO counseling and grievance procedures is easily available to all employees;
- Inform employees that they have the right for a complaint alleging discrimination of race, color, religion, sex or national origin to be heard before an impartial body;
- Ensure a unified system for processing grievances and appeals (i.e. disciplinary actions, adverse actions, adverse action appeals, etc.);

- Ensure the equal availability of employee benefits to all employees.

Chapter 3: EEO Compliance Oversight, Complaints, and Enforcement

Section A: Compliance Oversight

FTA's Master Agreement requires HART to comply with Federal law, including Equal Employment Opportunity statutes and regulations. Additionally, HART signs FTA's certifications and assurances, self-certifying that is complying with Federal law.

Section B: Complaints

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, creed, national origin, sex, disability, age, or any other class protected by local, state, or federal law may file a written complaint with the FTA or the Secretary of Transportation. A complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary. FTA recommends that EEO complaints be initially filed with HART for resolution. In the case where the complainant is dissatisfied with the resolution by HART, or the case is not being resolved in a timely manner, the same complaint may be submitted to the FTA, the Secretary, EEOC, or a State agency for investigation.

Unless otherwise permitted, the final determination of all EEO complaints affecting programs administered by the FTA will be made by the Office of the Secretary, DOT.

HART's Discrimination Complaint Form can be referenced on Appendix M.

Section C: Submission of Complaints

Filing Complaints of Discrimination

1. Complainants may submit written complaints to the HART EEO Office, the City and County of Honolulu's Equal Opportunity Office, the Hawaii Civil Rights Commission, the Equal Employment Opportunity Commission (EEOC) and the Federal Transit Administration's Office of Civil Rights.
2. In cases where the complainant is unable or incapable of providing a written statement, but prefers HART to investigate alleged discrimination, a verbal complaint of discrimination may be made to the HART EEO Office. The complainant will be interviewed by a civil rights official authorized to receive complaints. If necessary, the civil rights official may assist the person in converting verbal complaints to writing.

Complaint Format

1. All complaints must be in writing and signed by the complainant or his/her representative before action can be taken. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination. HART has developed a Discrimination Complaint Form for this purpose to assist in the process. It can be obtained at the Honolulu Authority for Rapid Transportation offices located at 1099 Alakea Street, 17th Floor, Honolulu 96813, downloaded from HART's website and by contacting HART's EEO Officer.

2. The EEO Office will provide the complainant or his/her representative with a written acknowledgement that the complaint was received, within ten (10) working days from the date it was received.

Request for Additional Information from Complainant

1. In the event that the complainant or respondent has not submitted sufficient information to make a determination of jurisdiction or investigative merit, HART may request additional information from either party.
2. This request shall be made by registered mail within 15-working days of the receipt of the complaint by HART and will require that the party submit the information within 60-working days from the date of the original request.
3. Failure of the complainant to submit additional information within the designated timeframe may be considered good cause for a determination of no investigative merit.

Section D: Notification of Disposition

The EEO Officer shall notify the party charged and primary recipient (if not the respondent) of the disposition within five (5) days by registered letter the decision to investigate or not investigate the complaint:

1. If the decision is to investigate, the notification shall state the jurisdiction, inform the parties that an investigation will take place, and request any additional information needed to assist the investigator in preparing for the investigation.
2. If the decision is to not investigate, the notification shall specifically state the reason for the decision.

Section E: Complaint Investigation

1. HART will conduct an investigation that is appropriate to the complaint.
2. Priority Complaints. All incoming complaints shall be examined to determine if the discrimination alleged would be irreparable if not dealt with promptly. If such a determination is made, the complaint shall be given priority status. The processing, investigation, and determination of such complaints shall be accelerated to significantly advance the normal completion date of the process.
3. Investigator's Preparation. Before beginning the investigation, the investigator shall send a letter of introduction, establishing the times and dates for the investigation and interviews. This preparation shall be completed within 30 working days after the assignment has been given to the investigator, contingent upon the investigator's workload and resources.

Section F: Investigative Report.

A written report will be prepared by the responsible investigator at the conclusion of the investigation. This report will be reviewed by the EEO Officer for thoroughness. The investigative report will include the following:

1. Summary of the complaint, including a statement of the issues raised by the complainant and the named accused and/or responsible official reply to each of the allegations;
2. Citations of relevant Federal, State, and local laws, rules, regulations, and guidelines, etc.
3. Description of the investigation, including a list of the persons contacted by the investigator, and a summary of the interviews conducted; and,
4. A statement of the investigator's findings and recommendations.

Section G: Disposition of Complaints

1. Approval and Notice of Disposition: HART will approve or disapprove the findings and recommendations made by the investigator in the investigative report. The consequent disposition of the complaint will be communicated to the complainant and recipient by letter. In addition, a rationale supporting the disposition made and any recommendations to any party will be included in the letter.
2. Informal Resolution: If the Notice of Disposition is issued and finds HART in noncompliance, HART is required to initiate voluntary remedial actions agreeable to the Office of Civil Rights (Federal).
3. Enforcement Procedure: In cases in which all required means of remedial action have failed to bring the recipient into compliance, enforcement procedures will be initiated by the Office of Civil Rights (Federal) in conjunction with the FTA.
4. Request for Reconsideration: HART may request reconsideration findings within 30 days of the Notice of Disposition. This request should include any additional information or analysis HART considers relevant. The Office of Civil Rights will inform the recipient of its decision to accept or reject the request within 30 days after its receipt. In cases in which a request for reconsideration is approved, the responsible investigator will reopen the investigation and proceed to process the complaint in the same manner described above.

Any violations of this policy may result in disciplinary action, up to and including termination. All applicants and employees should follow the above procedures in dealing with possible discrimination. Applicants and employees also have other legal rights, established by law, for investigation of any discriminatory allegations through the Federal Office of Equal Employment Opportunity and/or U.S. Department of Transportation.

Section H: Directory of Contacts for filing complaints:

Charles L. Bayne, HART EEO Officer
Honolulu Authority for Rapid Transportation
1099 Alakea Street, 17th Floor
Honolulu, HI 96813

808-768-6223
808-768-1360 (F)

Hawaii Civil Rights Commission
830 Punchbowl Street, Room 411
Honolulu, HI 96813

808-586-8636
808-586-8655 (F)
808-586-8692 (TTY)

Equal Opportunity Officer
City and County of Honolulu
925 Dillingham Boulevard, Suite 180
Honolulu, HI 97817

808-768-8505
808-768-8490 (F)

Office of Civil Rights
US Department of Health & Human Services
90 7th Street, Suite 4-100
San Francisco, CA 94103

800-368-1019
202-619-3818 (F)
800-537-7697 (TDD)

Federal Transit Administration, Region 9
Office of Civil Rights
90 7th Street, Suite 15-300
San Francisco, CA 94103

415-734-9490



HONOLULU AUTHORITY for RAPID TRANSPORTATION

Equal Employment Opportunity Program Policy Statement

Honolulu Authority for Rapid Transportation has a strong commitment to the community and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Honolulu Authority for Rapid Transportation Equal Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who file a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Honolulu Authority for Rapid Transportation is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Honolulu Authority for Rapid Transportation's Executive Director and CEO, I maintain overall responsibility and accountability for Honolulu Authority for Rapid Transportation's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Charles L. Bayne, Civil Rights Officer, 808-768-6223, cbayne@honolulu.gov as Honolulu Authority for Rapid Transportation's EEO Officer. Charles L. Bayne will report directly to me and acts with my authority with all levels of management, labor unions and employees.

All Honolulu Authority for Rapid Transportation executives, management, and supervisory personnel, however share in the responsibility for implementing and monitoring Honolulu Authority for Rapid Transportation's EEO Policy and program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Honolulu Authority for Rapid Transportation will evaluate its managers' and supervisors' performance on their successful implementation of Honolulu Authority for Rapid Transportation's policies and procedures, in the same way Honolulu Authority for Rapid Transportation assesses their performance regarding other agency's goals.



HONOLULU AUTHORITY for RAPID TRANSPORTATION

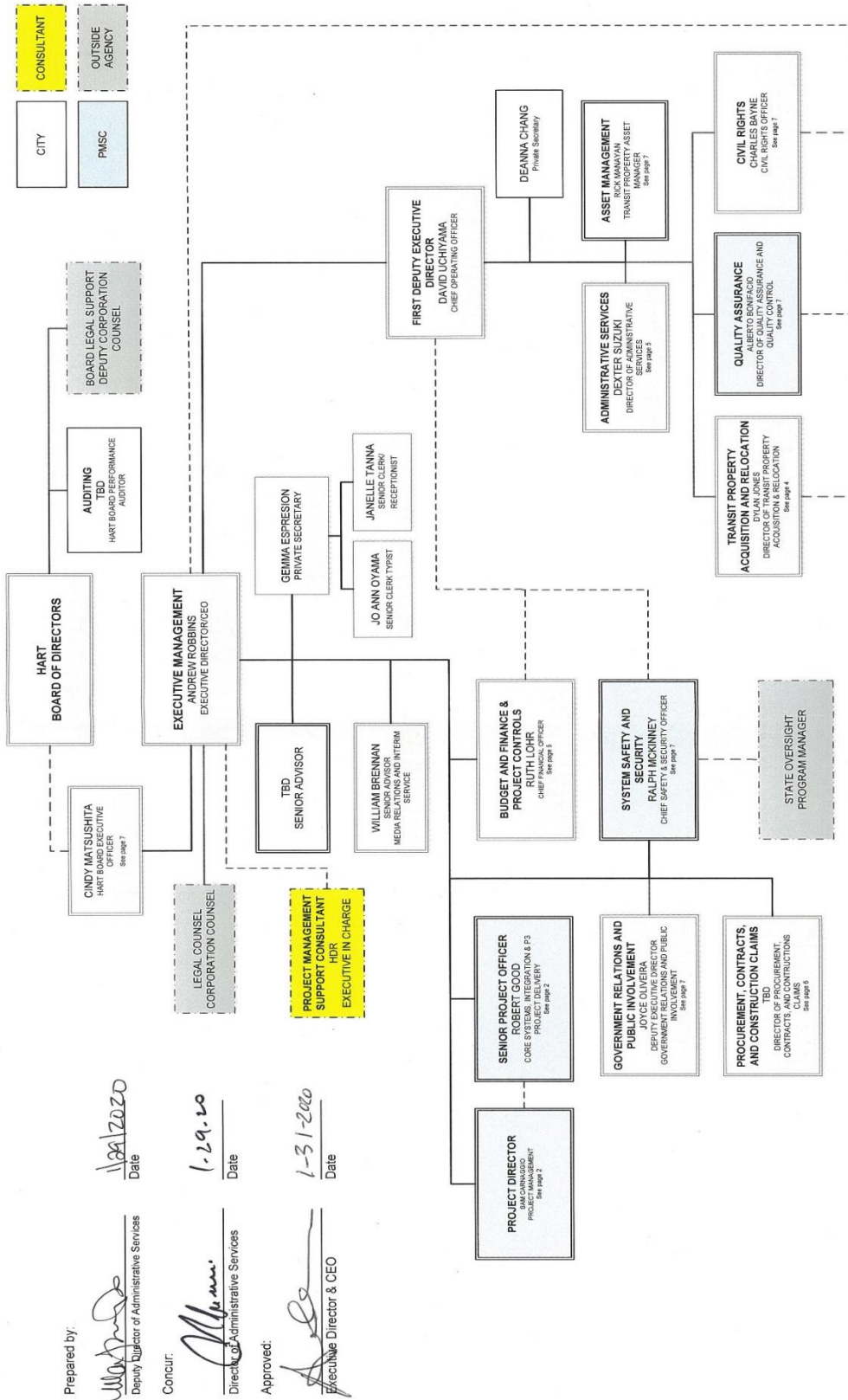
I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.


Lori M.K. Kahikina, P.E.
Interim Executive Director and CEO

2/2/21
Date

January 29, 2020

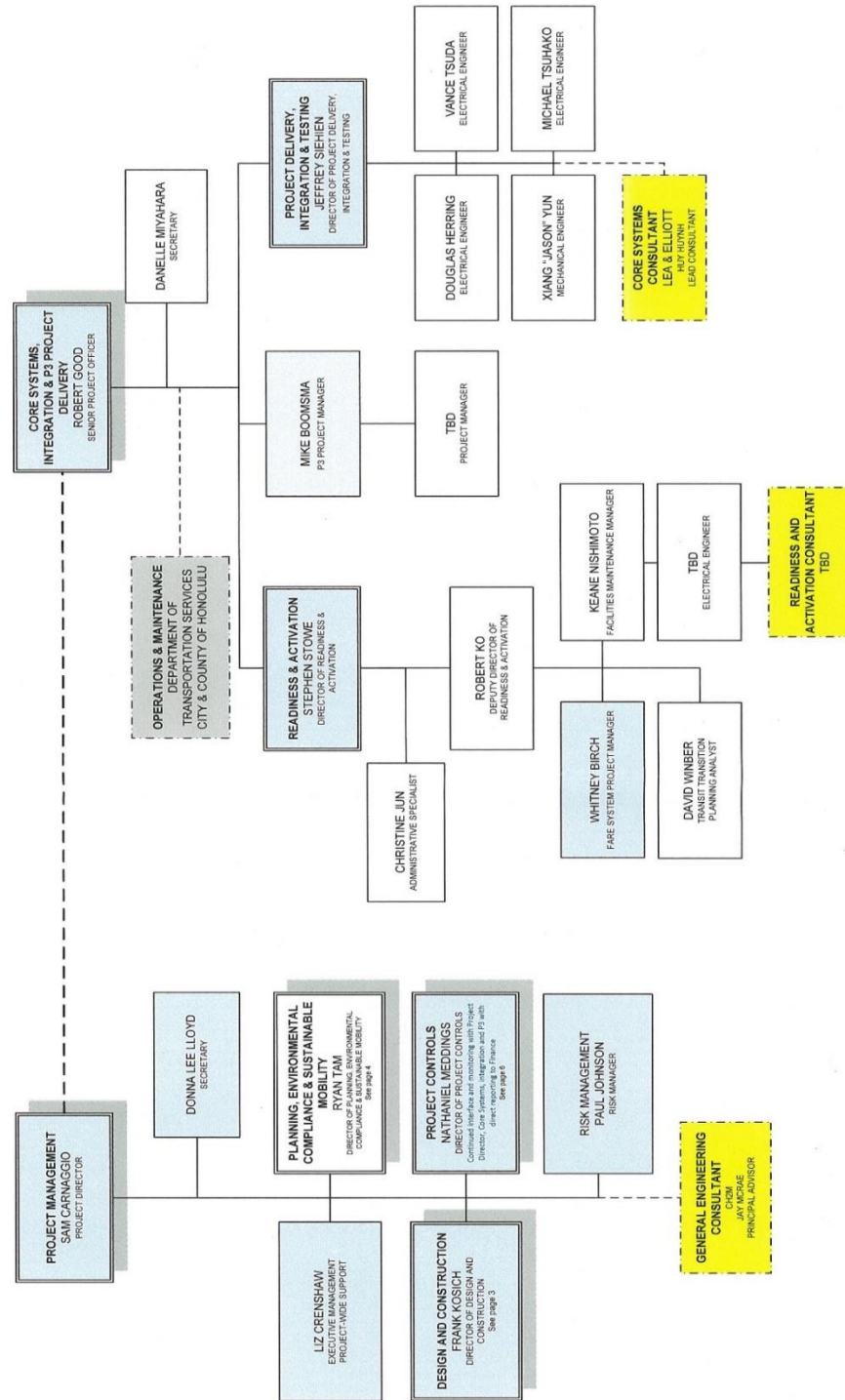
HONOLULU AUTHORITY FOR RAPID TRANSPORTATION



Prepared by: W. Matsushita
Deputy Director of Administrative Services
Date: 1-29-20

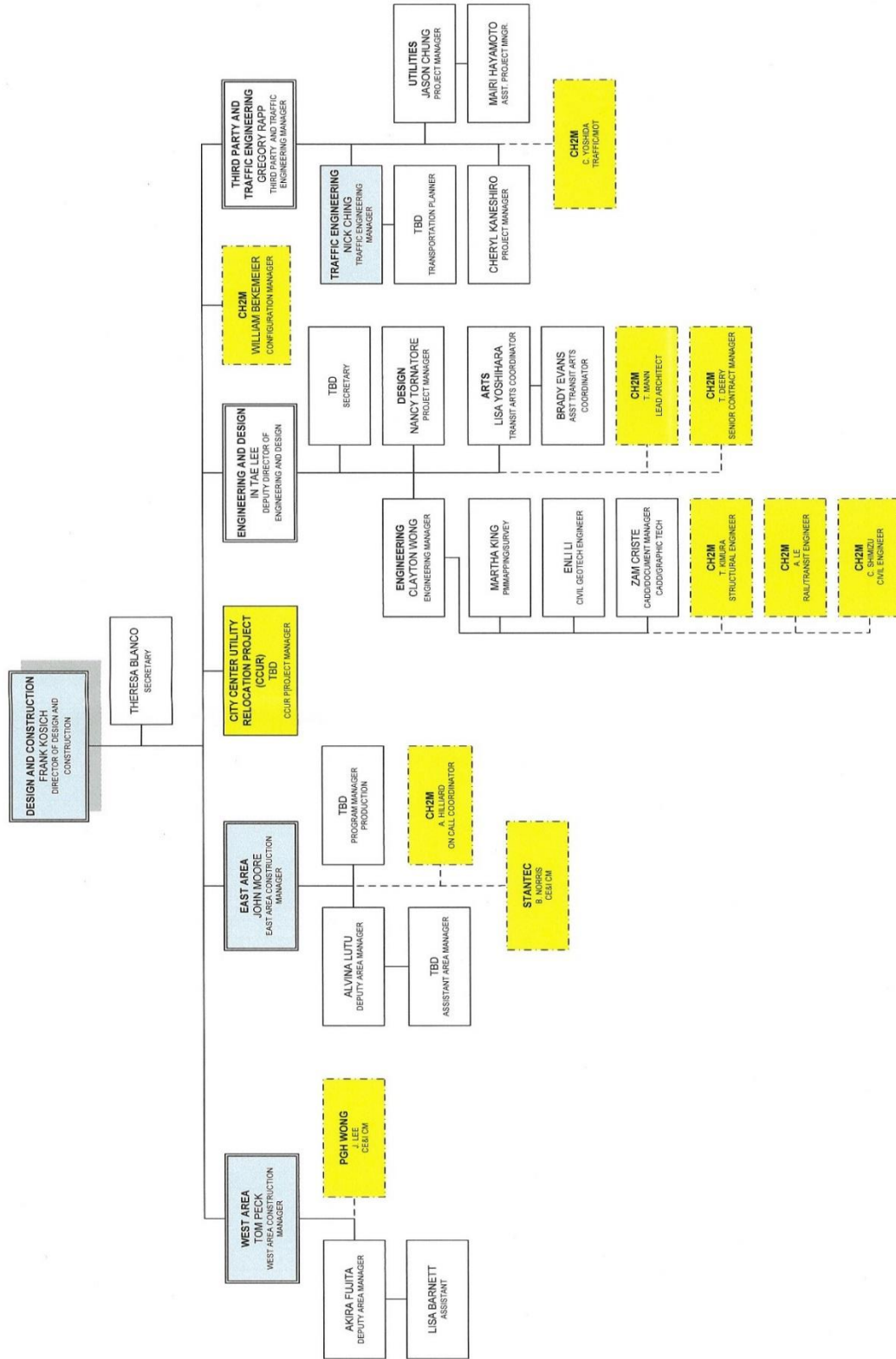
Concur: [Signature]
Director of Administrative Services
Date: 1-29-20

Approved: [Signature]
Executive Director & CEO
Date: 1-31-2020



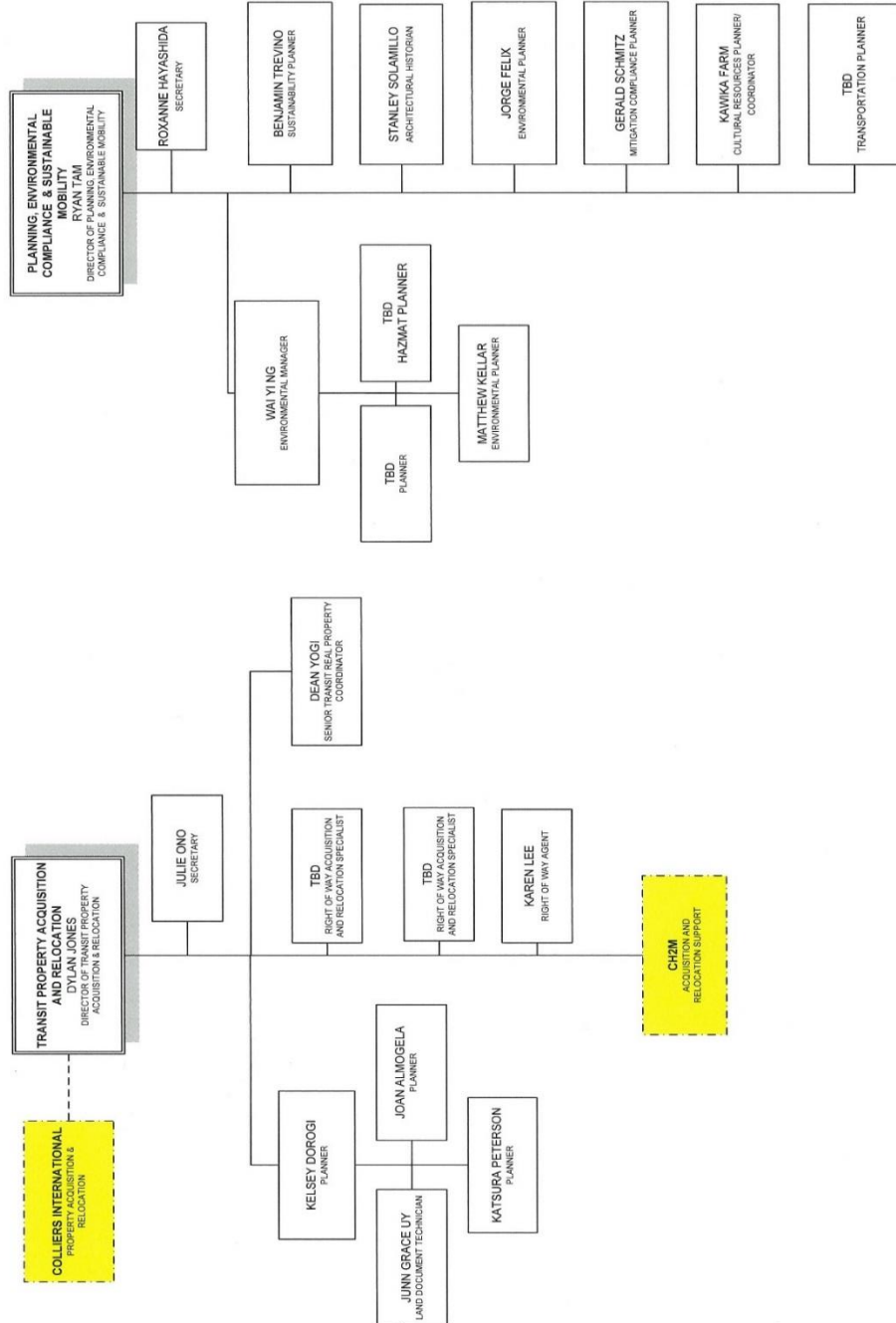
HONOLULU AUTHORITY FOR RAPID TRANSPORTATION DESIGN AND CONSTRUCTION

January 29, 2020



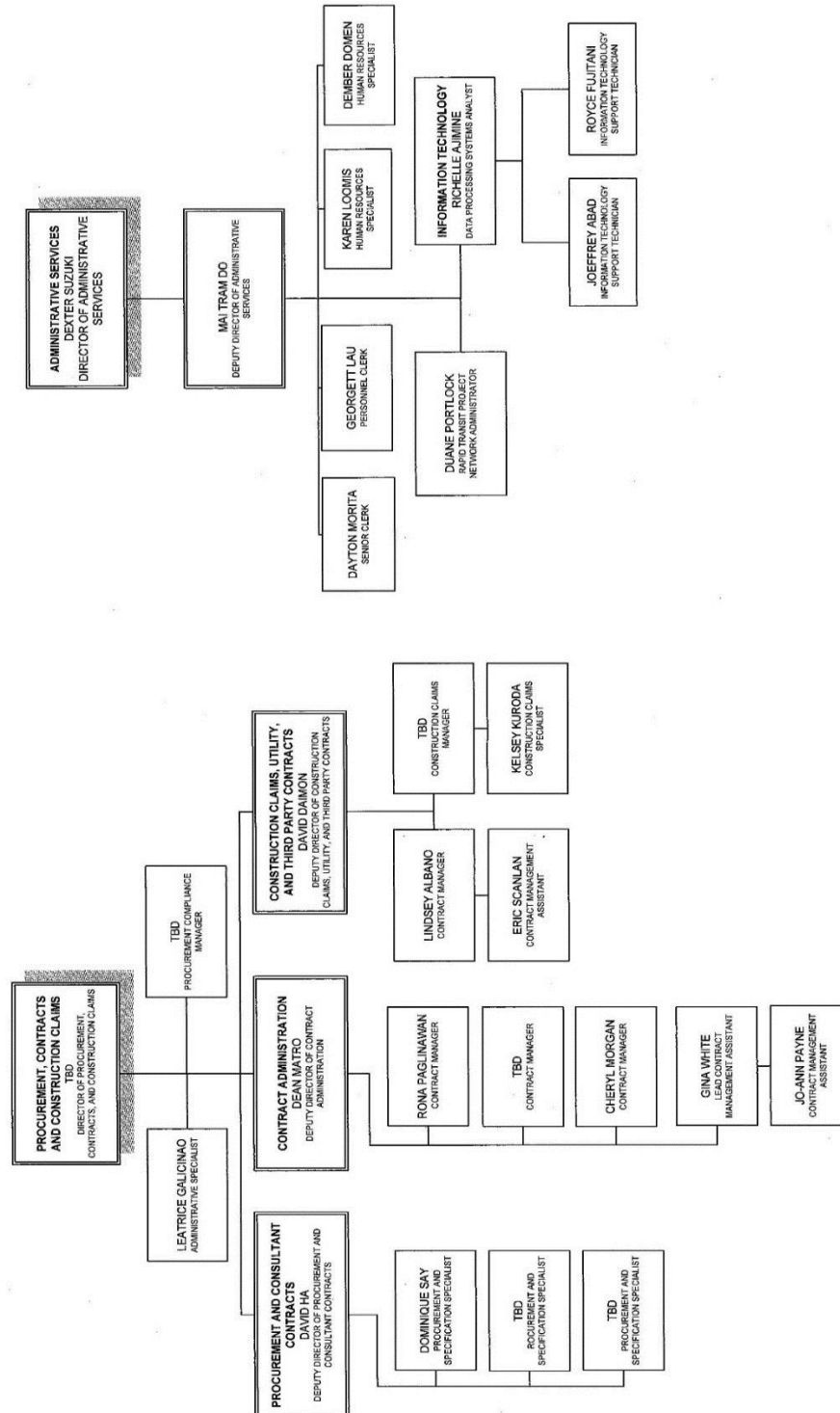
HONOLULU AUTHORITY FOR RAPID TRANSPORTATION TRANSIT PROPERTY ACQUISITION & RELOCATION AND PLANNING, ENVIRONMENTAL COMPLIANCE AND SUSTAINABLE MOBILITY

January 29, 2020



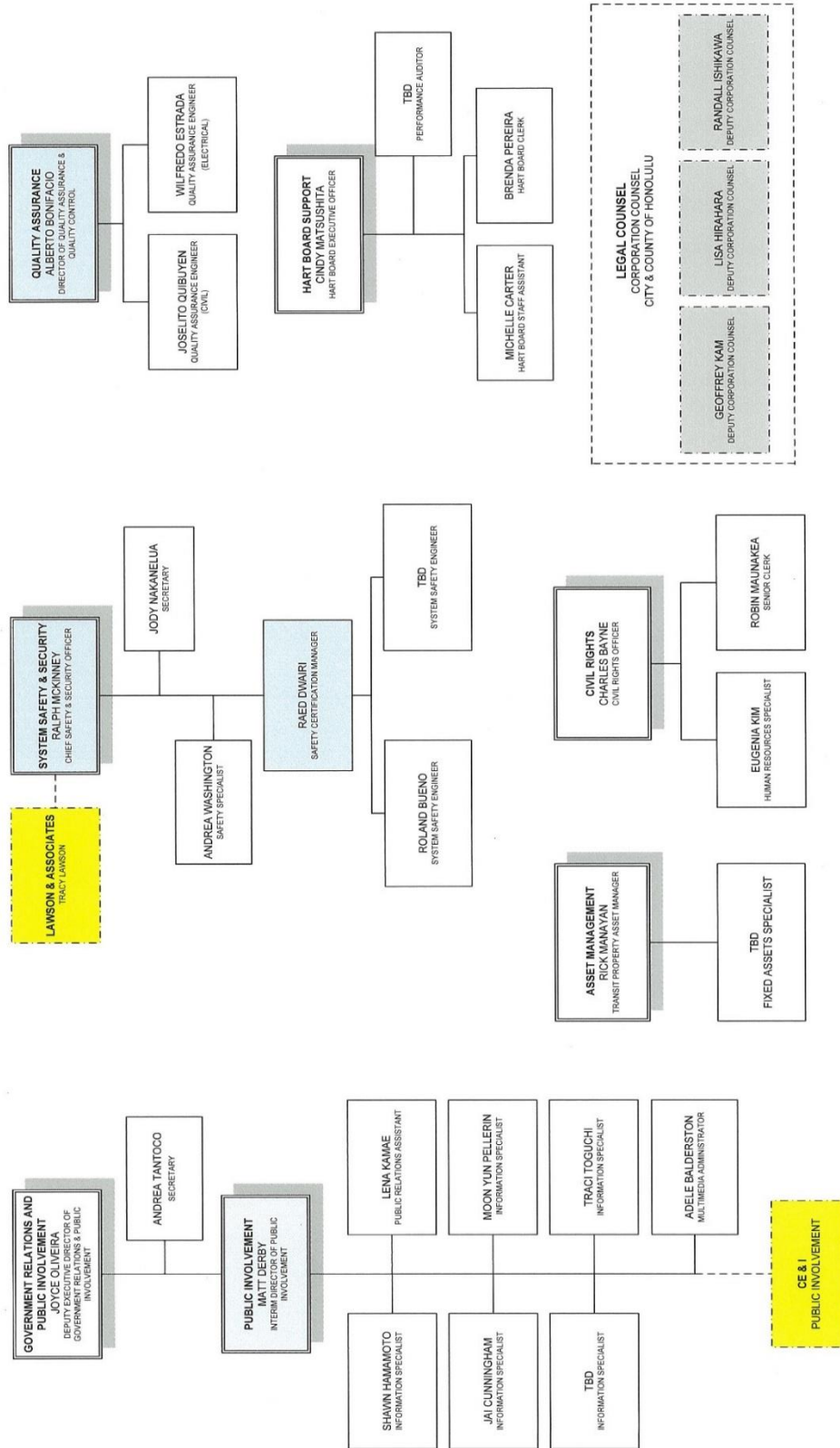


HONOLULU AUTHORITY FOR RAPID TRANSPORTATION PROCUREMENT, CONTRACTS, AND CONSTRUCTION CLAIMS & ADMINISTRATIVE SERVICES




HONOLULU AUTHORITY FOR RAPID TRANSPORTATION
GOVERNMENT RELATIONS AND PUBLIC INFORMATION, SYSTEM SAFETY & SECURITY,
QUALITY ASSURANCE, HART BOARD SUPPORT, CIVIL RIGHTS, LEGAL COUNSEL

January 29, 2020



Appendix B



AMERICAN


FactFinder

EEO-ALL04R

EEO 4r. EEO-1 Job Categories by Sex, and Race/Ethnicity for Residence Geography, Total Population

Universe: Civilian labor force 16 years and over

EEO Tabulation 2006-2010 (5-year ACS data)



The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).

Geography: Honolulu County, Hawaii
Estimate: Estimate

Subject	Total, race and ethnicity		Hispanic or Latino		Not Hispanic or Latino, one race		
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone
Officials and managers							
Total, both sexes							
Number	54,035		1,085	1,860	14,840	1,035	35
Percent	100.0%		2.0%	3.4%	27.5%	1.9%	0.1%
Male							
Number	30,165		800	945	9,650	650	25
Percent	55.8%		1.5%	1.7%	17.9%	1.2%	0.0%
Female							
Number	23,870		285	915	5,185	385	4
Percent	44.2%		0.5%	1.7%	9.6%	0.7%	0.0%
Professionals							
Total, both sexes							
Number	87,425		1,185	3,060	26,280	1,610	115
Percent	100.0%		1.4%	3.5%	30.1%	1.8%	0.1%
Male							
Number	39,345		490	1,075	13,170	695	45
Percent	45.0%		0.6%	1.2%	15.1%	0.8%	0.1%
Female							
Number	48,080		695	1,985	13,110	915	75
Percent	55.0%		0.8%	2.3%	15.0%	1.0%	0.1%
Technicians							
Total, both sexes							

Subject	Total, race and ethnicity		Hispanic or Latino		Not Hispanic or Latino, one race			
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone	
Number	11,215		160	535	2,180	345	4	
Percent	100.0%		1.4%	4.8%	19.4%	3.1%	0.0%	
Male								
Number	5,610		70	275	1,170	155	4	
Percent	50.0%		0.6%	2.5%	10.4%	1.4%	0.0%	
Female								
Number	5,605		90	265	1,010	185	0	
Percent	50.0%		0.8%	2.4%	9.0%	1.6%	0.0%	
Sales workers								
Total, both sexes								
Number	52,395		670	2,550	9,995	405	10	
Percent	100.0%		1.3%	4.9%	19.1%	0.8%	0.0%	
Male								
Number	22,650		250	745	5,110	230	0	
Percent	43.2%		0.5%	1.4%	9.8%	0.4%	0.0%	
Female								
Number	29,745		420	1,805	4,885	180	10	
Percent	56.8%		0.8%	3.4%	9.3%	0.3%	0.0%	
Administrative support workers								
Total, both sexes								
Number	77,000		855	4,300	10,450	1,155	110	
Percent	100.0%		1.1%	5.6%	13.6%	1.5%	0.1%	
Male								
Number	19,715		305	950	3,060	540	25	
Percent	25.6%		0.4%	1.2%	4.0%	0.7%	0.0%	
Female								
Number	57,285		545	3,350	7,395	610	85	
Percent	74.4%		0.7%	4.4%	9.6%	0.8%	0.1%	
Craft workers								
Total, both sexes								
Number	40,580		410	2,465	6,790	765	100	
Percent	100.0%		1.0%	6.1%	16.7%	1.9%	0.2%	
Male								
Number	38,525		395	2,375	6,365	700	100	
Percent	94.9%		1.0%	5.9%	15.7%	1.7%	0.2%	
Female								
Number	2,055		15	95	415	65	0	
Percent	5.1%		0.0%	0.2%	1.0%	0.2%	0.0%	
Operatives								
Total, both sexes								
Number	28,090		310	1,550	2,845	245	25	
Percent	100.0%		1.1%	5.5%	10.1%	0.9%	0.1%	
Male								

Subject	Total, race and ethnicity		Hispanic or Latino		Not Hispanic or Latino, one race			
			White alone Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native alone	
Number	21,365		230	1,205	2,135	235	4	
Percent	76.1%		0.8%	4.3%	7.6%	0.8%	0.0%	
Female								
Number	6,725		80	340	710	10	20	
Percent	23.9%		0.3%	1.2%	2.5%	0.0%	0.1%	
Laborers and helpers								
Total, both sexes								
Number	20,400		495	1,530	2,415	75	45	
Percent	100.0%		2.4%	7.5%	11.8%	0.4%	0.2%	
Male								
Number	17,730		400	1,360	2,090	55	45	
Percent	86.9%		2.0%	6.7%	10.2%	0.3%	0.2%	
Female								
Number	2,665		95	165	325	15	0	
Percent	13.1%		0.5%	0.8%	1.6%	0.1%	0.0%	
Service workers								
Total, both sexes								
Number	88,200		1,440	4,625	11,995	1,315	80	
Percent	100.0%		1.6%	5.2%	13.6%	1.5%	0.1%	
Male								
Number	42,630		625	2,190	6,355	885	15	
Percent	48.3%		0.7%	2.5%	7.2%	1.0%	0.0%	
Female								
Number	45,570		815	2,435	5,640	430	65	
Percent	51.7%		0.9%	2.8%	6.4%	0.5%	0.1%	
Unemployed, no work experience in the last 5 years or most recent job was in a military-specific occupation								
Total, both sexes								
Number	3,505		0	515	315	90	10	
Percent	100.0%		0.0%	14.7%	9.0%	2.6%	0.3%	
Male								
Number	1,770		0	215	160	60	10	
Percent	50.5%		0.0%	6.1%	4.6%	1.7%	0.3%	
Female								
Number	1,735		0	300	155	25	0	
Percent	49.5%		0.0%	8.6%	4.4%	0.7%	0.0%	

Subject	Not Hispanic or Latino, one race		Not Hispanic or Latino, two or more races	
	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and Asian
Officials and managers				
Total, both sexes				
Number	25,025	2,940	80	235
Percent	46.3%	5.4%	0.1%	0.4%
Male				
Number	13,520	1,195	65	160
Percent	25.0%	2.2%	0.1%	0.3%
Female				
Number	11,505	1,745	15	75
Percent	21.3%	3.2%	0.0%	0.1%
Professionals				
Total, both sexes				
Number	40,885	3,660	150	540
Percent	46.8%	4.2%	0.2%	0.6%
Male				
Number	18,130	1,605	85	225
Percent	20.7%	1.8%	0.1%	0.3%
Female				
Number	22,755	2,055	70	315
Percent	26.0%	2.4%	0.1%	0.4%
Technicians				
Total, both sexes				
Number	5,775	545	55	15
Percent	51.5%	4.9%	0.5%	0.1%
Male				
Number	2,710	145	55	0
Percent	24.2%	1.3%	0.5%	0.0%
Female				
Number	3,065	400	0	15
Percent	27.3%	3.6%	0.0%	0.1%
Sales workers				
Total, both sexes				
Number	26,630	3,460	95	170
Percent	50.8%	6.6%	0.2%	0.3%
Male				
Number	11,800	945	10	100
Percent	22.5%	1.8%	0.0%	0.2%
Female				
Number	14,830	2,515	85	75
Percent	28.3%	4.8%	0.2%	0.1%
Administrative support workers				
Total, both sexes				

Appendix C

Subject	Not Hispanic or Latino, one race		Not Hispanic or Latino, two or more races		
	Asian alone	Native Hawaiian and Other Pacific Islander alone	White and Black	White and AIAN	Black and AIAN
Number	38,885	7,065	130	330	3,875
Percent	50.5%	9.2%	0.2%	0.4%	5.0%
Male					
Number	9,450	1,825	30	80	1,080
Percent	12.3%	2.4%	0.0%	0.1%	1.4%
Female					
Number	29,430	5,235	100	250	2,800
Percent	38.2%	6.8%	0.1%	0.3%	3.6%
Craft workers					
Total, both sexes					
Number	16,705	4,525	80	95	2,155
Percent	41.2%	11.2%	0.2%	0.2%	5.3%
Male					
Number	15,920	4,345	80	95	2,090
Percent	39.2%	10.7%	0.2%	0.2%	5.2%
Female					
Number	790	180	0	0	65
Percent	1.9%	0.4%	0.0%	0.0%	0.2%
Operatives					
Total, both sexes					
Number	14,050	3,425	100	130	880
Percent	50.0%	12.2%	0.4%	0.5%	3.1%
Male					
Number	10,095	2,930	100	130	725
Percent	35.9%	10.4%	0.4%	0.5%	2.6%
Female					
Number	3,955	500	0	0	155
Percent	14.1%	1.8%	0.0%	0.0%	0.6%
Laborers and helpers					
Total, both sexes					
Number	8,805	3,495	20	70	590
Percent	43.2%	17.1%	0.1%	0.3%	2.9%
Male					
Number	7,510	3,190	20	70	505
Percent	36.8%	15.6%	0.1%	0.3%	2.5%
Female					
Number	1,295	310	0	0	85
Percent	6.3%	1.5%	0.0%	0.0%	0.4%
Service workers					
Total, both sexes					
Number	44,670	9,020	65	225	3,470
Percent	50.6%	10.2%	0.1%	0.3%	3.9%

Subject	Not Hispanic or Latino, two or more races			Balance of not Hispanic or Latino
	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)	
Officials and managers				
Total, both sexes				
Number	1,220	1,545	1,630	530
Percent	2.3%	2.9%	3.0%	1.0%
Male				
Number	545	595	770	200
Percent	1.0%	1.1%	1.4%	0.4%
Female				
Number	670	950	855	330
Percent	1.2%	1.8%	1.6%	0.6%
Professionals				
Total, both sexes				
Number	1,620	2,080	2,405	805
Percent	1.9%	2.4%	2.8%	0.9%
Male				
Number	580	695	900	340
Percent	0.7%	0.8%	1.0%	0.4%
Female				
Number	1,035	1,385	1,505	470
Percent	1.2%	1.6%	1.7%	0.5%
Technicians				
Total, both sexes				
Number	235	320	350	165
Percent	2.1%	2.9%	3.1%	1.5%
Male				
Number	110	220	160	150
Percent	1.0%	2.0%	1.4%	1.3%
Female				
Number	130	105	190	15
Percent	1.2%	0.9%	1.7%	0.1%
Sales workers				
Total, both sexes				
Number	1,150	1,900	2,115	710
Percent	2.2%	3.6%	4.0%	1.4%
Male				
Number	335	795	815	335
Percent	0.6%	1.5%	1.6%	0.6%
Female				
Number	820	1,105	1,300	375
Percent	1.6%	2.1%	2.5%	0.7%
Administrative support workers				
Total, both sexes				

Appendix C

Subject	Not Hispanic or Latino, two or more races			Balance of not Hispanic or Latino
	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)	
Number	1,880	3,290	3,590	1,020
Percent	2.4%	4.3%	4.7%	1.3%
Male				
Number	455	740	900	265
Percent	0.6%	1.0%	1.2%	0.3%
Female				
Number	1,430	2,550	2,695	755
Percent	1.9%	3.3%	3.5%	1.0%
Craft workers				
Total, both sexes				
Number	1,480	2,380	2,005	630
Percent	3.6%	5.9%	4.9%	1.6%
Male				
Number	1,380	2,185	1,895	605
Percent	3.4%	5.4%	4.7%	1.5%
Female				
Number	100	195	110	25
Percent	0.2%	0.5%	0.3%	0.1%
Operatives				
Total, both sexes				
Number	1,165	1,435	1,465	445
Percent	4.1%	5.1%	5.2%	1.6%
Male				
Number	890	1,145	1,160	370
Percent	3.2%	4.1%	4.1%	1.3%
Female				
Number	280	290	305	70
Percent	1.0%	1.0%	1.1%	0.2%
Laborers and helpers				
Total, both sexes				
Number	725	1,140	735	260
Percent	3.6%	5.6%	3.6%	1.3%
Male				
Number	615	980	670	225
Percent	3.0%	4.8%	3.3%	1.1%
Female				
Number	110	160	65	35
Percent	0.5%	0.8%	0.3%	0.2%
Service workers				
Total, both sexes				
Number	2,185	3,705	3,975	1,425
Percent	2.5%	4.2%	4.5%	1.6%

Appendix C

Subject	Not Hispanic or Latino, two or more races			Balance of not Hispanic or Latino
	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)	
Male				
Number	1,210	1,850	2,190	730
Percent	1.4%	2.1%	2.5%	0.8%
Female				
Number	975	1,850	1,785	695
Percent	1.1%	2.1%	2.0%	0.8%
Unemployed, no work experience in the last 5 years or most recent job was in a military-specific occupation				
Total, both sexes				
Number	135	345	255	50
Percent	3.9%	9.8%	7.3%	1.4%
Male				
Number	65	240	205	20
Percent	1.9%	6.8%	5.8%	0.6%
Female				
Number	70	105	50	30
Percent	2.0%	3.0%	1.4%	0.9%

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Source: U.S. Census Bureau, 2006-2010 American Community Survey

Explanation of Symbols:

An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.

An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.

An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.

An '*****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An 'N' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An '(X)' means that the estimate is not applicable or not available.

The U.S. Census Bureau collects race data in accordance with guidelines provided by the U.S. Office of Management and Budget (OMB). Except for the total, all race and ethnicity categories are mutually exclusive. "Black" refers to Black or African American; "AIAN" refers to American Indian and Alaska Native; and "NHPI" refers to Native Hawaiian and Other Pacific Islander. The reference to "Hawaii only" indicates that these columns are only tabulated for areas in the state of Hawaii. "Balance of Not Hispanic or Latino" includes the balance of non-Hispanic individuals who reported multiple races or reported Some Other Race alone. For more information on race and Hispanic origin, see the Subject Definitions at http://www.census.gov/acs/www/data_documentation/documentation_main/.

Race and Hispanic origin are separate concepts on the American Community Survey. "White alone Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported race as "White" and no other race. "All other Hispanic or Latino" includes respondents who reported Hispanic or Latino origin and reported a race other than "White," either alone or in combination. To get a total for "Hispanic or Latino," add the two columns for "White alone Hispanic or Latino" and "All other Hispanic or Latino."

Occupation codes are 4-digit codes and are based on Standard Occupational Classification 2010.

Appendix C

HART Utilization Analysis as of 02/11/2020

Job Category	Total Workforce					Males					Females					Salary Code Range				
	All	WM	MM	WF	MF	W	A/AN	B	H/L	A	NHOPI	Multi	W	A/AN	B		H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce	16	5	7	0	4	5	0	0	0	7	0	0	0	0	0	0	3	0	1	
Percent in Category		31.3%	43.8%	0.0%	25.0%	31.3%	0.0%	0.0%	0.0%	43.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	18.8%	0.0%	6.3%	
Percent of Availability						17.9%	0.0%	1.2%	3.2%	25.0%	2.2%	6.2%	9.6%	0.1%	0.7%	2.2%	21.3%	3.2%	7.0%	
Percent Underutilized														10%			3%		1%	
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	No	No	No	
Number Need to Reach Parity														1			0			
Planned percent increase Year 1														0%			0		0	
Planned percent increase Year 2														10%			3%		0	
Planned percent increase Year 3														0%			0		1%	
Planned percent increase Year 4														0%			0		0	
2 - Professionals																				
Current Workforce	71	5	28	6	32	5	0	2	1	16	3	6	6	0	1	2	23	4	2	
Percent in Category		7.0%	39.4%	8.5%	45.1%	7.0%	0.0%	2.8%	1.4%	22.5%	4.2%	8.5%	8.5%	0.0%	1.4%	2.8%	32.4%	5.6%	2.8%	
Percent of Availability						15.1%	0.1%	0.8%	1.8%	20.7%	1.8%	4.8%	15.0%	0.1%	1.0%	3.1%	26.0%	2.4%	7.4%	
Percent Underutilized														7.0%					5.0%	
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	No	No	Yes	
Goal														4					3	
Planned percent increase Year 1														3.5%					2.5%	
Planned percent increase Year 2														3.5%					2.5%	
Planned percent increase Year 3														0.0%					0.0%	
Planned percent increase Year 4														0.0%					0.0%	
3 - Technicians																				
Current Workforce	5	0	2	1	2	0	0	0	0	2	0	0	0	1	0	0	2	0	0	
Percent in Category		0.0%	40.0%	20.0%	40.0%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	40.0%	0.0%	0.0%	
Percent of Availability						10.4%	0.0%	1.4%	3.1%	24.2%	1.3%	9.6%	9.0%	0.0%	1.6%	3.2%	27.3%	3.6%	5.2%	
Percent Underutilized														No	No	No	No	No	No	
Underutilized (Yes/No)																				
Goal																				
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce	17	0	1	1	15	0	0	0	0	1	0	0	0	1	0	0	12	2	1	
Percent in Category		0.0%	5.9%	5.9%	88.2%	0.0%	0.0%	0.0%	0.0%	5.9%	0.0%	0.0%	0.0%	5.9%	0.0%	0.0%	70.6%	11.8%	5.9%	
Percent of Availability						4.0%	0.0%	0.7%	1.6%	12.3%	2.4%	4.6%	9.6%	0.1%	0.8%	5.1%	38.2%	6.8%	13.8%	
Percent Underutilized										6%			4%						8%	
Underutilized (Yes/No)							No	No	No	Yes	No	No	No	No	No	No	No	No	Yes	
Goal										1			0						1	
Planned percent increase Year 1										0%									0%	
Planned percent increase Year 2										6%			4%						8%	
Planned percent increase Year 3										0%			0						0%	
Planned percent increase Year 4										0%			0						0%	

HART Salary Codes

Salary Range	Code	Low Monthly/hourly rate
\$14,001 to \$18,000	A	1166.75/6.73
\$18,001 to \$22,000	B	1500.08/8.65
\$22,001 to \$26,000	C	1833.42/10.58
\$26,001 to \$30,000	D	2166.75/12.50
\$30,001 to \$34,000	E	2500.08/14.42
\$34,001 to \$38,000	F	2833.42/16.35
\$38,001 to \$42,000	G	3166.75/18.27
\$42,001 to \$46,000	H	3500.08/20.16
\$46,001 to \$50,000	I	3833.42/22.12
\$50,001 to \$54,000	J	4166.75/24.04
\$54,001 to \$58,000	K	4500.08/25.96
\$58,001 to \$62,000	L	4833.42/27.88
\$62,001 to \$66,000	M	5166.75/29.81
\$66,001 to \$70,000	N	5500.08
\$70,001 to \$74,000	O	5833.42
\$74,001 to \$78,000	P	6166.75
\$78,001 to \$82,000	Q	6500.08
\$82,001 to \$86,000	R	6833.42
\$86,001 to \$90,000	S	7166.75
\$90,001 to \$94,000	T	7500.08
\$94,001 to \$98,000	U	7833.42
\$98,001 to \$102,000	V	8166.75
\$102,001 to \$106,000	W	8500.08
\$106,001 to \$110,000	X	8833.92
\$110,001 to \$114,000	Y	9166.75
\$114,001 to \$118,000	Z	9500.08
\$118,001 to \$122,000	AA	9833.42
\$122,001 to \$126,000	AB	10166.75
\$126,001 to \$130,000	AC	10500.08
\$130,001 to \$134,000	AD	10833.42
\$134,001 to \$138,000	AE	11166.75
\$138,001 to \$142,000	AF	11500.08
\$142,001 to \$146,000	AG	11833.42
\$146,001 to \$150,000	AH	12166.75
\$150,001 and above	AI	12500.08

HART Present Staff as of 02/11/2020

Job Category	Total	Males							Females							Total Minority		
		W	AI/AN	B	H/L	A	NHOPI	Multi	Total Male	W	AI/AN	B	H/L	A	NHOPI		Multi	Total Female
Officials and Administrators	16	5	0	0	0	7	0	0	12	0	0	0	0	3	0	1	4	11
		31.3%	0.0%	0.0%	0.0%	43.8%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	18.8%	0.0%	6.3%	25.0%	68.8%
% UTILIZED		17.9%	0.0%	1.2%	3.2%	25.0%	2.2%	6.2%	55.7%	9.6%	0.1%	0.7%	2.2%	21.3%	3.2%	7.0%	44.1%	72.3%
% CIVILIAN LABOR FORCE																		
Professionals	71	5	0	2	1	16	3	6	33	6	0	1	2	23	4	2	38	60
% UTILIZED		7.0%	0.0%	2.8%	1.4%	22.5%	4.2%	8.5%	46.5%	8.5%	0.0%	1.4%	2.8%	32.4%	5.6%	2.8%	53.5%	84.5%
% CIVILIAN LABOR FORCE		15.1%	0.1%	0.8%	1.8%	20.7%	1.8%	4.8%	45.1%	15.0%	0.1%	1.0%	3.1%	26.0%	2.4%	7.4%	55.0%	70.0%
Technicians	5	0	0	0	0	2	0	0	2	1	0	0	0	2	0	0	3	4
% UTILIZED		0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	40.0%	20.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	60.0%	80.0%
% CIVILIAN LABOR FORCE		10.4%	0.0%	1.4%	3.1%	24.2%	1.3%	9.6%	50.0%	9.0%	0.0%	1.6%	3.2%	27.3%	3.6%	5.2%	49.9%	80.5%
Administrative Support	17	0	0	0	0	1	0	0	1	1	0	0	0	12	2	1	16	16
% UTILIZED		0.0%	0.0%	0.0%	0.0%	5.9%	0.0%	0.0%	5.9%	5.9%	0.0%	0.0%	0.0%	70.6%	11.8%	5.9%	94.1%	94.1%
% CIVILIAN LABOR FORCE		4.0%	0.0%	0.7%	1.6%	12.3%	2.4%	4.6%	25.6%	9.6%	0.1%	0.8%	5.1%	38.2%	6.8%	13.8%	74.4%	86.4%

HART Workforce Analysis

Summary by Category of current HART Incumbents as of 02/11/2020

Category	Employed	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Total Minority	Total Female
1 - Officials and Administrators	16	5	0	0	0	10	0	1	11	4
2 - Professionals	71	11	0	3	3	39	7	8	60	38
3 - Technicians	5	1	0	0	0	4	0	0	4	3
6 - Administrative Support	17	1	0	0	0	13	2	1	16	16
Total:	109	18	0	3	3	66	9	10	91	61
Total Percentage:	100.0%	16.5%	0.0%	2.8%	2.8%	60.6%	8.3%	9.2%	83.5%	56.0%

Breakdown by Category of current HART Incumbents as of 02/11/2020

Breakdown by Category of Career Track																		
Category	All Employees					Males					Females					Total Minority	Salary Code Range	
	Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	White	AI/AN	Black	H/L	Asian	NHOPI			Multi
1 - Officials and Administrators	16	12	4	5	0	0	0	7	0	0	0	0	0	3	0	1	11	
2 - Professionals	71	33	38	5	0	2	1	16	3	6	6	0	1	2	23	4	60	
3 - Technicians	5	2	3	0	0	0	0	2	0	0	1	0	0	2	0	0	4	
6 - Administrative Support	17	1	16	0	0	0	0	1	0	0	1	0	0	12	2	1	16	
Total:	109	48	61	10	0	2	1	26	3	6	8	0	1	2	40	6	91	
Total Percentage:	100.0%	44.0%	56.0%	9.2%	0.0%	1.8%	0.9%	23.9%	2.8%	5.5%	7.3%	0.0%	0.9%	1.8%	36.7%	5.5%	83.5%	



HONOLULU AUTHORITY for RAPID TRANSPORTATION

EEO Job Categories (As of 02/11/2020)

Officials and Administrators (EEO Category 1)

- Chief Financial Officer (1)
 - Chief Operating Officer (1)
 - Civil Rights Officer (1)
 - Deputy Director of Administrative Services (1)
 - Deputy Director of Construction Claims, Utility & Third Party Contracts (1)
 - Deputy Director of Contract Administration (1)
 - Deputy Director of Engineering and Design (1)
 - Deputy Director of Procurement & Consultant Contracts (1)
 - Deputy Director of Project Controls (1)
 - Deputy Director of Readiness & Activation (1)
 - Deputy Executive Director of Government Relations & Public Involvement (1)
 - Director of Administrative Services (1)
 - Director of Planning, Environmental Compliance & Sustainability Mobility (1)
 - Director of Transit Property Acquisition & Relocation (1)
 - Executive Director/ Chief Executive Officer (1)
 - HART Board Executive Officer (1)
- Total: 16**

Professionals (EEO Category 2)

- Accountant III (1)
- Administrative Specialist I (2)
- Architectural Historian (1)
- Assistant Project Manager Utilities (1)
- Change Order Specialist II (1)
- Civil Engineer III (3)
- Civil Engineer IV (2)
- Computer Programmer III (2)
- Data Processing System Analyst II (1)
- Electrical Engineer III (4)
- Fiscal Analyst I (2)
- Fiscal Analyst III (1)
- HART Board Staff Assistant (1)
- Human Resources Specialist III (1)
- Human Resources Specialist IV (1)
- Human Resources Specialist V (1)
- Information Specialist II (4)
- Internal Control Analyst (1)
- Lead Contract Management Assistant (1)
- Management Analyst V (1)
- Mechanical Engineer III (1)
- Multimedia Administrator (1)
- Planner II (1)
- Planner III (3)
- Planner V (3)
- Planner VI (2)
- Planner VII (1)
- Procurement & Specifications Specialist II (1)
- Project Manager I (1)
- Project Manager II (1)
- Project Manager III (3)
- Project Manager IV (1)
- Rail Facilities Maintenance Engineer (1)
- Rapid Transit Network Administrator (1)
- Record Management Analyst (1)
- Records Management Analyst II (2)
- Records Management Analyst IV (1)
- Recreation Specialist I (1)
- Recreation Specialist III (1)
- Right of Way Agent IV (1)
- Safety Specialist II (1)
- Senior Advisor Media Relations & Interim Services (1)
- Senior Transit Real Property Coordinator (1)
- System Safety Engineer (1)
- Transit Contract Management Assistant (2)
- Transit Contract Manager (3)

- Transit Contract Specialist (1)
- Transit Property Asset Manager (1)

Total: 71

Technicians (EEO Category 3)

- Drafting Technician IV (1)
- Information Technology Support Technician II (3)

- Land Document Technician II (1)

Total: 5

Administrative Support (EEO Category 6)

- Personnel Clerk (1)
- Private Secretary I (1)
- Private Secretary II (1)
- Public Relations Assistant (1)
- Secretary I (3)

- Secretary II (1)
- Secretary III (4)
- Senior Clerk (5)

Total: 17

Grand Total: 109

HART Job Group Analysis as of 02/11/2020

1 - Officials and Administrators

Salary Code	Job Title	Males								Females									
		Total EE	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Total Male	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Total Female	Total Minority
V	Chief Financial Officer (CFO)	1								0							1	1	1
AI	Chief Operating Officer	1					1			1								0	1
Q	Civil Rights Officer	1	1							1								0	0
Q	Deputy Director of Administrative Services	1								0					1			1	1
U	Deputy Director of Construction Claims, Utility & Third Party Contracts	1	1							1								0	0
S	Deputy Director of Contract Administration	1					1			1								0	1
AH	Deputy Director of Engineering & Design	1					1			1								0	1
Y	Deputy Director of Procurement and Consultant Contracts	1					1			1								0	1
U	Deputy Director of Project Controls	1	1							1								0	0
Y	Deputy Director of Readiness & Activation	1					1			1								0	1
AD	Deputy Executive Director Government Relations and Public Involvement	1								0					1		1	1	1
X	Director of Administrative Services	1					1			1							0	0	1
Y	Director of Planning, Environmental Compliance & Sustainable Mobility	1					1			1								0	1
AF	Director of Transit Property Acquisition & Relocation	1	1							1							0	0	0
AI	Executive Director/ CEO	1	1							1								0	0
U	HART Board Executive Officer	1								0					1		1	1	1
	Total:	16	5	0	0	0	7	0	0	12	0	0	0	0	3	0	1	4	11
	Total Percentage:	100.0%	31.3%	0.0%	0.0%	0.0%	43.8%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	0.0%	18.8%	0.0%	6.3%	25.0%	68.8%

2 - Professionals

Salary Code	Job Title	Total EE	Males						Females						Total Minority			
			White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Total Male	White	AI/AN	Black	H/L		Asian	NHOPI	Multi
M	Accountant III	1								0					1			1
J.L	Administrative Specialist I	2								0					2			2
T	Architectural Historian	1							1	1							0	1
P	Assistant Project Manager Utilities	1								0					1			1
R	Change Order Specialist II	1								0					1			1
M.O.Q	Civil Engineer III	3						1		1			1	1				3
X	Civil Engineer VI	2						2		2								2
J.M	Computer Programmer III	2						2		2								2
O	Data Processing System Analyst II	1								0				1				1
O.P.Q	Electrical Engineer III	4	1					3		4								3
K.L	Fiscal Analyst I	2							1	1								1
M	Fiscal Analyst III	1						1		1								0
G	HART Board Staff Assistant	1								0			1					1
I	Human Resources Specialist III	1								0				1				1
L	Human Resources Specialist IV	1								0					1			1
G	Human Resources Specialist V	1								0								1
O.S.Q	Information Specialist II	4	1					1	0	2				2				3
P	Internal Control Analyst	1								0				1				1
J	Lead Contract Management Assistant	1								0								1
P	Management Analyst V	1								0								1
L	Mechanical Engineer III	1						1		1				1				1
Q	Multimedia Administrator	1								0								0
H	Planner II	1								0								1
J.K	Planner III	3								2								1
N.Q.R	Planner V	3	1				1		1	3				1				3
P.S	Planner VI	2								1								1
X	Planner VII	1								0					1			1
J	Procurement and Specifications Specialist II	1								0							1	1
S	Project Manager I	1						1		1						1		0
W	Project Manager II	1								0						1		1
X	Project Manager III	3								0					3			3
Z	Project Manager IV	1	1							1								0
W	Rail Facilities Maintenance Engineer	1								1								0
S	Rapid Transit Network Administrator	1						1		1								0
G	Records Management Analyst I	1								0						1		1
H.I	Records Management Analyst II	2			1					1								1
M	Records Management Analyst IV	1								0								0
J	Recreation Specialist I	1							1	1								0
S	Recreation Specialist III	1								0					1			1
Q	Right of Way Agent IV	1								0					1			1
L	Safety Specialist II	1			1					1								0
X	Senior Advisor Media Relations and Interim Service	1	1							1								0
X	Senior Transit Real Property Coordinator	1						1		1								0
Q	System Safety Engineer	1						1		1								0
I	Transit Contract Management Assistant	2							1	1					1			1
U	Transit Contract Manager	3								0					3			3
M	Transit Contract Specialist	1								0							1	1
S	Transit Property Asset Manager	1								1								0
Total:		71	5	0	2	1	16	3	6	33	6	0	1	2	23	4	2	38
Total Percentage:		100.0%	7.0%	0.0%	2.8%	1.4%	22.5%	4.2%	8.5%	46.5%	8.5%	0.0%	1.4%	2.8%	32.4%	5.6%	2.8%	53.5%
																		84.5%

3 - Technicians

Salary Code	Job Title	Total EE	Males							Females							Total Minority	
			White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Total Male	White	AI/AN	Black	H/L	Asian	NHOPI		Multi
M	Drafting Technician VI	1							0					1			1	1
J, I	Information Technology Support Technician II	3					2		2	1							1	2
H	Land Document Technician II	1							0					1			1	1
Total:		5	0	0	0	0	2	0	2	1	0	0	0	2	0	0	3	4
Total Percentage:		100.0%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	40.0%	20.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	60.0%	80.0%

6 - Administrative Support

Salary Code	Job Title	Total EE	Males							Females							Total Minority	
			White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Total Male	White	AI/AN	Black	H/L	Asian	NHOPI		Multi
M	Personnel Clerk I	1							0							1	1	1
P, Q	Private Secretary I	2							0					2			2	2
L	Public Relations Assistant	1							0	1							1	0
G, K	Secretary I	3							0					2	1		3	3
H	Secretary II	1							0					1			1	1
J, L, M	Secretary III	4							0					4			4	4
E, F, G, J	Senior Clerk	5					1		1					3	1		4	5
Total:		17	0	0	0	0	1	0	0	1	1	0	0	12	2	1	16	16
Total Percentage:		100.0%	0.0%	0.0%	0.0%	0.0%	5.9%	0.0%	5.9%	0.0%	5.9%	0.0%	0.0%	70.6%	11.8%	5.9%	94.1%	94.1%

PREVIOUS WORKFORCE ANALYSIS AND GOALS BY JOB TITLE AND GROUP

Job Title	Current Period as of December 2014														Future Period From 2015 to 2018										Numeric Goals for Program Year										Projected % of Representation																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
	Minority Employees														Anticipated Job Openings by:										Job Openings to be Filled by:										New Hire										Promotions**										Total										Anticipated Workforce as of				Year 1 2015				Year 2 2016				Year 3 2017																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
	All Employees														Male														Female														Current %														Availability Factor														% of Under Utilization														Anticipated Workforce as of														Year 1 2015				Year 2 2016				Year 3 2017																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Salary Code	Total	Male	Female	Black	Asian	NHPI	ALAN	2+	HI	Minority	Female	Attrition	Expansion	Total	Recall	Transfer	Promotion	New Hire	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority	Male	Female	Minority

*based on attrition for 2012, 2013 & 2014.

Current period based on HART Present Staff (Appendix D)

Availability Factors & Underutilization based on HART Utilization Analysis and Annual Goals (Appendix C)

** Promotions explained in section G



EMPLOYER-EMPLOYEE CONTRACT

***ADDITIONAL TERMS, CONDITIONS, AND
COVENANTS OF EMPLOYMENT:***

For and in consideration of the wages to be paid to the employee by the City, the employee further agrees and understands that:

1. This employment is temporary and this employment is made under the provisions of subsection (e), (f), (g), or (h) of Section 6-1103 of the Revised Charter of the City and County of Honolulu.
2. The employee shall be entitled to no fringe benefits except as provided by applicable law, rule, or executive order;
3. The wages will be paid on payment schedules applicable to regular employees;
4. The employee shall perform all of the work under the supervision of an immediate supervisor or any other person who is to supervise the activities;
5. This contract is for personal services and cannot be assigned or delegated;
6. The employee shall perform all the duties and responsibilities set forth in the Statement of Duties and Responsibilities which is attached hereto and made part hereof, and such other duties as may be assigned by the appointing authority or authorized subordinate;
7. This employment may be terminated by either the employee or the employer provided that written notice of such termination be sent to either the employee or the employer within 15 days before such termination;
8. This employment will be subject to all laws, ordinances, and rules and regulations having the effect of law governing employment of public employees; and
9. The employee is to carry out and observe all lawful instructions and orders issued by the immediate supervisors or appointing authority relative to employment; and if the employee fails so to do, the employee shall be subject to disciplinary action or termination of this contract.

I HAVE READ THE ABOVE AND I UNDERSTAND THE CONTENTS THEREIN:

Print Name: _____ Date: _____

Signature: _____

HART Personnel Transaction Report

Summary	Total	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	Male	Female
Employees at Beginning of Period 12/2014	107	21	0	1	5	59	8	13	86	53	54
Employees at End of Period 02/11/2020	109	18	0	3	3	66	9	10	98	48	62
Net Increase (decrease)	2	-3	0	2	-2	7	1	-3	12	-5	8

Personnel Transaction	Total	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	Male	Female
New Hires	109	22	0	5	2	61	9	10	86	56	53
Promotions	52	9	0	2	2	29	5	5	43	18	34
Separations	106	25	0	3	4	53	8	13	81	61	45

Summary New Hires	Total	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	Male	Female
New Hires 2015	18	1	0	0	0	13	2	2	17	6	12
New Hires 2016	29	7	0	1	1	17	3	0	22	17	12
New Hires 2017	22	4	0	3	0	10	3	2	18	14	8
New Hires 2018	21	5	0	0	1	13	0	2	16	8	13
New Hires 2019	15	5	0	0	0	7	1	2	10	8	7
New Hires 2020	4	0	0	1	0	1	0	2	4	3	1
Total:	109	22	0	5	2	61	9	10	87	56	53
Total Percentages:	100.0%	20.2%	0.0%	4.6%	1.8%	56.0%	8.3%	9.2%	79.8%	51.4%	48.6%

Summary Promotions	Total	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	Male	Female
Promotions 2015	5	1	0	0	0	3	1	0	4	3	2
Promotions 2016	7	1	0	0	0	5	1	0	6	5	2
Promotions 2017	11	3	0	0	0	7	0	1	8	5	6
Promotions 2018	12	1	0	2	1	6	1	1	11	2	10
Promotions 2019	12	2	0	0	1	4	2	3	10	1	11
Promotions 2020	5	1	0	0	0	4	0	0	4	2	3
Total:	52	9	0	2	2	29	5	5	43	18	34
Total Percentages:	100.0%	17.3%	0.0%	3.8%	3.8%	55.8%	9.6%	9.6%	82.7%	34.6%	65.4%

New Hires 2015		All Employees																
Category	All Employees		Males							Females								
	Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority
	2	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2
1 - Officials and Administrators	11	4	7	1	0	0	0	3	0	0	0	0	0	0	6	0	1	10
2 - Professionals	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
3 - Technicians	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
6 - Administrative Support	4	0	4	0	0	0	0	0	0	0	0	0	0	0	2	2	0	4
Total:	18	6	12	1	0	0	0	4	0	1	0	0	0	0	9	2	1	17
Total Percentages:	100.0%	33.3%	66.7%	5.6%	0.0%	0.0%	0.0%	22.2%	0.0%	5.6%	0.0%	0.0%	0.0%	0.0%	50.0%	11.1%	5.6%	94.4%

New Hires 2016																			
Category	All Employees			Males								Females							
	Total	Male	Female	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	Minority	
1 - Officials and Administrators	3	3	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	2	
2 - Professionals	19	11	8	5	0	0	0	5	1	0	0	0	0	1	6	1	0	14	
3 - Technicians	3	2	1	0	0	0	0	2	0	0	1	0	0	0	0	0	0	2	
6 - Administrative Support	4	1	3	0	0	0	0	1	0	0	0	0	1	0	1	1	0	4	
Total:	29	17	12	6	0	0	0	10	1	0	1	0	1	1	7	2	0	22	
Total Percentages:	100.0%	58.6%	41.4%	20.7%	0.0%	0.0%	0.0%	34.5%	3.4%	0.0%	3.4%	0.0%	3.4%	3.4%	24.1%	6.9%	0.0%	75.9%	

New Hires 2017																			
Category	All Employees			Males								Females							
	Total	Male	Female	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	Minority	
1 - Officials and Administrators	4	3	1	1	0	0	0	2	0	0	1	0	0	0	0	0	0	2	
2 - Professionals	12	9	3	2	0	0	0	3	2	2	0	0	2	0	1	0	0	10	
3 - Technicians	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
6 - Administrative Support	5	1	4	0	0	1	0	0	0	0	0	0	0	0	3	1	0	5	
Total:	22	14	8	3	0	1	0	6	2	2	1	0	2	0	4	1	0	18	
Total Percentages:	100.0%	63.6%	36.4%	13.6%	0.0%	4.5%	0.0%	27.3%	9.1%	9.1%	4.5%	0.0%	9.1%	0.0%	18.2%	4.5%	0.0%	81.8%	

New Hires 2018																		
Category	All Employees			Males								Females						
	Total	Male	Female	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	Minority
1 - Officials and Administrators	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2 - Professionals	16	7	9	1	0	0	0	5	0	1	3	0	0	0	5	0	1	12
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - Administrative Support	4	0	4	0	0	0	0	0	0	0	0	0	0	1	3	0	0	4
Total:	21	8	13	2	0	0	0	5	0	1	3	0	0	1	8	0	1	16
Total Percentages:	100.0%	38.1%	61.9%	9.5%	0.0%	0.0%	0.0%	23.8%	0.0%	4.8%	14.3%	0.0%	0.0%	4.8%	38.1%	0.0%	4.8%	76.2%

New Hires 2019																			
Category	All Employees			Males								Females							
	Total	Male	Female	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	Minority	
1 - Officials and Administrators	3	3	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	2	
2 - Professionals	11	5	6	1	0	0	0	2	1	1	3	0	0	0	2	0	1	7	
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 - Administrative Support	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	
Total:	15	8	7	2	0	0	0	4	1	1	3	0	0	0	3	0	1	10	
Total Percentages:	100.0%	53.3%	46.7%	13.3%	0.0%	0.0%	0.0%	26.7%	6.7%	6.7%	20.0%	0.0%	0.0%	0.0%	20.0%	0.0%	6.7%	66.7%	

New Hires 2020																		
Category	All Employees			Males								Females						
	Total	Male	Female	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	White	A/IAN	Black	H/L	Asian	NHOPI	Multi	Minority
1 - Officials and Administrators	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
2 - Professionals	2	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - Administrative Support	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Total:	4	3	1	0	0	1	0	1	0	1	0	0	0	0	0	0	1	4
Total Percentages:	100.0%	75.0%	25.0%	0.0%	0.0%	25.0%	0.0%	25.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%	100.0%

Appendix L

Promotions 2015																		
Category	All Employees			Males							Females							
	Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority
1 - Officials and Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2 - Professionals	4	3	1	1	0	0	0	2	0	0	0	0	0	0	0	0	0	3
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - Administrative Support	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Total:	5	3	2	1	0	0	0	2	0	0	0	0	0	0	1	1	0	4
Total Percentages:	100.0%	60.0%	40.0%	20.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	20.0%	0.0%	80.0%

Promotions 2016																		
Category	All Employees			Males							Females							
Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	
1 - Officials and Administrators	2	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
2 - Professionals	5	3	2	0	0	0	3	0	0	0	0	0	0	0	1	0	5	
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 - Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total:	7	5	2	1	0	0	4	0	0	0	0	0	0	1	1	0	6	
Total Percentages:	100.0%	71.4%	28.6%	14.3%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14.3%	14.3%	0.0%	85.7%	

Promotions 2017																			
Category		All Employees			Males								Females						
	Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	
	5	2	3	1	0	0	0	1	0	0	0	0	0	0	3	0	0	4	
1 - Officials and Administrators	6	3	3	2	0	0	0	0	0	1	0	0	0	0	3	0	0	4	
2 - Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 - Administrative Support	11	5	6	3	0	0	0	1	0	1	0	0	0	0	6	0	0	8	
Total:	100.0%	45.5%	54.5%	27.3%	0.0%	0.0%	0.0%	9.1%	0.0%	9.1%	0.0%	0.0%	0.0%	0.0%	54.5%	0.0%	0.0%	72.7%	

Promotions 2018																		
Category	All Employees			Males							Females							
Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	
1 - Officials and Administrators	2	2	0	0	0	0	0	0	0	2	0	0	0	2	0	0	2	
2 - Professionals	9	2	7	0	1	0	0	0	1	1	0	1	1	3	1	0	8	
3 - Technicians	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	
6 - Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total:	12	10	2	0	1	0	0	0	1	3	0	1	1	6	1	0	11	
Total Percentages:	100.0%	16.7%	83.3%	0.0%	8.3%	0.0%	0.0%	0.0%	8.3%	8.3%	0.0%	8.3%	8.3%	50.0%	8.3%	0.0%	91.7%	

Promotions 2019																			
Category	All Employees			Males								Females							
	Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority	
1 - Officials and Administrators	3	1	2	0	0	0	0	1	0	0	1	0	0	0	0	0	1	2	
2 - Professionals	8	0	8	0	0	0	0	0	0	0	1	0	0	0	3	2	2	7	
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 - Administrative Support	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
Total:	12	1	11	0	0	0	0	1	0	0	2	0	0	1	3	2	3	10	
Total Percentages:	100.0%	8.3%	91.7%	0.0%	0.0%	0.0%	0.0%	8.3%	0.0%	0.0%	16.7%	0.0%	0.0%	8.3%	25.0%	16.7%	25.0%	83.3%	

Appendix L

Promotions 2020																		
Category	All Employees			Males							Females							
	Total	Male	Female	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	White	AI/AN	Black	H/L	Asian	NHOPI	Multi	Minority
1 - Officials and Administrators	3	2	1	1	0	0	0	1	0	0	0	0	0	0	1	0	0	2
2 - Professionals	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
3 - Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6 - Administrative Support	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Total:	5	2	3	1	0	0	0	1	0	0	0	0	0	0	3	0	0	4
Total Percentages:	100.0%		60.0%	20.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	60.0%	0.0%	0.0%	80.0%



HONOLULU AUTHORITY for RAPID TRANSPORTATION

HART DISCRIMINATION COMPLAINT FORM

The purpose of this form is to assist you in filing a complaint with the Honolulu Authority for Rapid Transportation (HART). You are not required to use this form; a letter with the same information is sufficient. However, the information requested in the items marked with a star (*) must be provided, whether or not this form is used.

1. *State your name and address:

Name: _____

Address: _____

Telephone: Home: () _____ Work: () _____

2. *Person(s) discriminated against, if different from above:

Name: _____

Address: _____

Telephone: Home: () _____ Work: () _____

3. *Agency and department or program that has discriminated:

Name: _____

Any individual if known: _____

Address: _____

Telephone: () _____

4. *Non-employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions in the department or agency in its treatment of you or others? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g. "Race: African American" or "Sex: Female").

_____	Race/Color	_____
_____	National Origin	_____
_____	Sex	_____
_____	Religion	_____
_____	Age	_____
_____	Disability	_____

*Employment: Does your complaint concern discrimination in employment by the department or agency? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female").

_____	Race/Color	_____
_____	National Origin	_____
_____	Sex	_____
_____	Religion	_____
_____	Age	_____
_____	Disability	_____

5. What are the most convenient time and place for us to contact you about this complaint? _____

If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint.

Name: _____

Telephone () _____

6. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name: _____

Address: _____

Telephone: () _____

7. *To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: _____

Most recent discriminations: _____

8. Complaints of discrimination must generally be filed within 180 days of the alleged discrimination. If the most recent date of discrimination, listed above, is more than 180 days ago, you may request a waiver of the filing requirement. If you wish to request a waiver, please explain why you waited until now to file your complaint.

9. *Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. (Please use additional sheets if necessary and attach a copy of written materials pertaining to your case.)

10. The laws we enforce prohibit recipients of federal financial assistance from intimidating or retaliating against anyone because he or she has either taken action or participating in action to (separate from the discrimination alleged in #9), please explain the circumstances below. Be sure to explain what actions you took which you believe were the basis for alleged retaliation.

[illegible]

11. Please list below any persons (witnesses, fellow employees, supervisors, or others) if known, whom we may contact for additional information to support or clarify your complaint. Attach additional pages if necessary.

Name: _____

Address: _____

Telephone: () _____

12. Do you have any other information that you think is relevant to our investigation of your allegations?

[illegible]

13. What remedy are you seeking for the alleged discrimination?

14. Have you (or the person discriminated against) filed the same or any other complaints with other offices of the City and County of Honolulu?

Yes _____ No _____

If so, do you remember the complaint number? _____

Which agency and department or program was it filed with?

Address: _____

Telephone: () _____ Date of filing: _____

Briefly describe the nature of the complaint:

What were the results?

15. Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any of the following?

- ☐ U.S. Equal Opportunity Commission
- ☐ Federal or State Court
- ☐ Hawaii Civil Rights Commission
- ☐ Grievance or complaint office

16. If you already filed a charge or complaint with an agency indicated in #15, above, please provide the following information (attach additional pages if necessary):

Agency: _____
Date Filed: _____
Case or Docket Number: _____
Date of Trial/Hearing: _____
Location of Agency/Court: _____
Name of Investigator: _____
Status of case: _____

Comments:

***We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below.**

Signature

Date

Please feel free to add additional sheets to explain the present situation to us. We will need your consent to disclose your name, if necessary, in the course of any investigation. Therefore, we will need a signed Complainant Consent/Release Form from you. If you are filing this complaint for a person whom you allege has been discriminated against, we will in most instances need a signed Complainant Consent/Release Form from that person. Please mail the complete, signed Discrimination Complaint Form and the signed Complainant Consent/Release Form (please make one copy of each for your records) to:

Honolulu Authority for Rapid Transportation
Charles Bayne, EEO Officer
1099 Alakea Street, Suite 1700
Honolulu, HI 96813
(808) 768-6223



HONOLULU AUTHORITY for RAPID TRANSPORTATION

HART COMPLAINANT CONSENT/RELEASE FORM

Your Name: _____

Address: _____

Please read information below, initial the appropriate space, and sign and date this form on the lines at the bottom of this form.

As a complainant, I understand that in the course of a preliminary inquiry or investigation it may become necessary for the Honolulu Authority for Rapid Transportation (HART) to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of HART to honor requests under the Freedom of Information Act. I understand that it might be necessary for HART to disclose information, including personally identifying details, which it has gathered as a part of its preliminary inquiry or investigation of my complaint. In addition, I understand that as a complainant I am protected by federal regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by the federal government.

CONSENT/RELEASE

Initial on the above
If you give consent

CONSENT GRANTED: I have read and understand the above information and authorize HART to reveal my identity to persons at the organization or institution under investigation and to other Federal agencies that provide Federal financial assistance to the organization or institution or also have civil rights compliance oversight responsibilities that cover that organization or institution. I hereby authorize HART to receive material and information about me pertinent to the investigation of my complaint. This release includes, but is not limited to, applications, case files, personal records, and medical records. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and I do so voluntarily.

Initial on the above
if you deny consent

CONSENT DENIED: I have read and understand the above information and do not want HART to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and consent information about me, pertinent to the investigation of my complaint. I understand that this is likely to make the investigation of my complaint and getting all the facts more difficult and, in some cases, impossible, and may result in the investigation being closed.

Signature

Date

Appendix M